

2008 Summer Job Descriptions

Outlaw Ranch & Atlantic Mountain Ranches

Program Director

- » Responsible for direct supervision of staff, campers, and program activities for one of the programs at Outlaw/AMR or Day Camp.
- » Assist with staff training.
- » Lead daily staff meetings.

Village Leader (Outlaw Ranch) / Assistant Program Director (Fort Courage)

- » Assist the program director in supervision of staff, campers and program activities.
- » Village leaders are counselors in leadership positions at Outlaw Ranch.

Counselor

- » Responsible to provide a safe, enriching, Christ-centered experience for campers.
- » Teach Bible study, lead campfire/worships and devotions, lead games and group activities.
- » Be with campers at all times during the camp week, unless on a scheduled break.
- » Serve on a day camp team several times during the summer.

Arts & Crafts Coordinator

- » Plan and implement an arts and crafts program for Outlaw Ranch.
- » Order supplies, teach and assist the counselors in teaching crafts projects.
- » Other duties around camp as assigned.

Wrangler

- » Lead trail rides, being responsible for safety of riders and horses.
- » Provide for proper care and feeding of horses, and keep records on horses.
- » Care and maintenance of tack and supplies.
- » Other program duties and needed.

Canteen Manager

- » Responsible for managing and operating the camp store at Outlaw Ranch.
- » Display merchandise, reorder supplies as needed.
- » Responsible for record-keeping and money management.

Lifeguard

- » Responsible for teaching, safety, and equipment in the canoeing program at Outlaw.
- » Be present at canoeing activities.
- » Occasionally accompany groups swimming at area lakes.
- » Will also hold another position at camp, such as counselor, canteen assistant, or maintenance assistant.

Maverick

- » Responsible for off-site food service at Outlaw (breakfast trail rides, trail lunches, campouts, etc.).
- » Packing, preparation, cooking, serving, and clean-up of food and equipment.
- » Other duties around camp as assigned.

Food Service: Cooks, Bakers, Assistant Cooks, Kitchen Assistants

- » Assist in preparation, serving, and clean-up of meals.
- » Help keep the kitchen and food storage areas clean.

Outdoor Cook (Adventures in the Black Hills or Fort Courage)

- » Responsible for preparation, serving, and clean-up of meals at an outdoor site.
- » Work with campers to prepare meals for the group.
- » Sometimes assist AMR food coordinator.
- » Participate in program activities, such as worship, games, campfire.

Dining Room Host / Rendezvous Host

- » Provide hospitality for campers and guests in the dining hall.
- » Oversee the dining hall activities, directing set-up before meals, KP, and clean-up.
- » Make coffee and set out snacks for breaks. Do kitchen laundry.
- » Oversee cleaning of other areas of dining hall as needed.

Ranch Hand

- » Help to maintain the camp facility under the direction of the facility manager.
- » Routine building maintenance, custodial work, occasional construction, and grounds maintenance.

Camp Naturalist

- » Provide outdoor learning experiences for campers.

Digital Photographer/Computer

- » Photograph daily camp activities and create weekly photo CD.

NeSoDak

Program Assistants

- Assist with weekly planning schedules
- Plan and assist with support staff lead activities
- Serve as Day Camp Coordinator
- Serve as Canteen supervisor
- Serve as Arts & Crafts supervisor
- Assist Program Director in overseeing the on/offsite programs
- Assist with and lead work projects
- Plan and participate in daily program activities

Summer Maintenance Worker

- Lead or designate work projects and chores (SWAS)
- Be directly responsible to the Maintenance Supervisor
- Participate in the daily program as possible

Health Care Worker

- Serve as 24 hour on-call health care resource
- Clean health care office and downstairs lodge bathrooms
- Check cabins & camp for cleanliness & possible health hazards
- Plan and participate in daily program activities
- Keeping and maintaining health care inventory and records

Assistant Cook

- Assist the Head Cook in all kitchen duties
- Plan and participate in daily program activities

Lifeguards

- Plan and lead waterfront orientations for all waterfront activities
- Oversee, plan and participate in water activities
- Keep & maintain records for waterfront equipment and activities
- Assist in work projects
- Plan & participate in daily program activities

Deckhands

- Assist in meal set-up and clean-up
- Clean lodge bathrooms
- Plan and participate in daily program activities
- Assist in work projects

Day Camp Coordinators

- Lead up to six day camps (may go on additional day camps not leading as well)
- Make necessary contacts with designated churches
- Check and restock Arts & Crafts tubs and other day camp supplies each week
- Drive day camp vehicles

Counselors

- Stay in a cabin with up to 11 campers
- Participate in all daily activities with campers
- Be responsible for leading Bible studies and worships
- Be expected to stay with campers at all times other than staff meetings and times designated by the Program Director
- Serve on up to six day camp teams

Klein Ranch

Counselors

- Stay in bunkhouse with up to 11 campers
- Participate, facilitate & lead all daily activities with your campers (including daily horse rides)
- Facilitate & lead campers in Bible Studies & Worships
- Plan & participate in daily/weekly activities including leading weekend worship services
- Serve as support staff

Head Cook

- Prepare & plan daily/weekly menus
- Prepare & order food from suppliers
- Keep kitchen & food areas cleaned
- Keep records & inventories of food & supplies
- Plan & participate in daily/weekly activities including leading weekend worship services

Assistant Cook

- Assist Head Cook in preparing meals & taking care of kitchen responsibilities
- Lead Kitchen Party (clean up) with campers
- Be prepared to fill in for head cook
- Plan & participate in daily/weekly activities including leading weekend worship services

Health Care Provider

- Serve as on-call health care provider for campers/advisors/staff
- Organize & maintain clean, orderly health care facility & records
- Check bunkhouse for cleanliness, health hazards & damages
- Plan & participate in daily/weekly activities including leading weekend worship services

Wrangler/Assistant Wrangler

- Provide/assist with instruction, leadership & safety for all guests while working with the horses, equipment & grounds
- Provide/assist with horse care for the herd & other animals
- Maintain & upkeep records, inventory on all horse/ animal care
- Plan & participate in daily/weekly activities including leading weekend worship services

Program Assistant

- Plan weekly staffing schedules
- Supervise counseling staff
- Jointly run and maintain Canteen
- Maintain inventory and order supplies
- Assist in preparing and leading staff training
- Coordinate planning and leading of Hoot-n-Annie, opening worship and closing worship
- Plan & participate in daily/weekly activities including leading weekend worship services

Arts & Crafts

- Plan & prepare daily free time arts & craft options, as well as Bible Study enhancing crafts
- Order & maintain inventory of arts & crafts supplies
- Instruct staff on the arts & crafts possibilities
- Plan & participate in daily/weekly activities including leading weekend worship service