

# Behind The Scenes / Program Support Job Description

**Time Frame:** May 26 – August 12, 2017

**Compensation:** \$165-180/week, plus room and board, laundry, and worker's compensation insurance

**Responsible To:** Camp Director



## Minimum Qualifications

- Desire to live and work within a camp community
- Desire to work in a service-oriented role
- Ability to do tasks as assigned
- Ability to accept supervision
- Ability to work well with others
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self-control

## General Responsibilities

1. Wash dishes and silverware by hand and/or machine
2. Sweep and mop kitchen, and dish room
3. Take out trash from kitchen, dish room, and dining room to dumpster
4. Clean and wash trash cans at least every other day, daily if needed
5. Wash pots and pans
6. Help unload supply truck and put supplies away
7. Make sure dishwasher area is kept clean
8. Stock public restrooms with toilet paper, paper towels, and soap; carry trash to dumpster
9. Set out clean dishes for campers to set the dining room tables for the next meal
10. Keep the coffee bar clean and organized at all times
11. Be a team player
12. Help maintain/facilitate the teams course
13. Organize recyclables: wash and flatten tin and metal, flatten aluminum cans, flatten and tie cardboard and newspapers
14. Help in maintenance tasks/special projects as needed
15. Support the Program Leader in any tasks given

## Essential Functions

1. Must be able to lift/unload/move food and supplies.
2. Lift/carry dishes and pots to and from dish room and operate the dish washer.
3. Determine cleanliness of dish room, bathrooms, etc.
4. Tolerate standing for long periods of time.
5. Good communication/leadership skills for leading the teams course.
6. Provide support to Sonlight's program: participating in camp fire, special activities, game prep, and anything relating to Program.