

# BEHIND THE SCENES (BTS) COORDINATOR Job Description



**TIME FRAME:** MAY 29TH - AUGUST 3RD, 2024

**COMPENSATION:** \$350 - 400/WEEK (HIGHER RATE FOR RETURNING STAFF)  
INCLUDES ROOM AND BOARD, LAUNDRY, AND WORKERS COMPENSATION INSURANCE.

**RESPONSIBLE TO:** INTERIM DIRECTOR

## **WORK ENVIRONMENT**

STAFF NEED TO BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION WITHIN CAMP'S UNIQUE ENVIRONMENT

- RUSTIC TERRAIN AND SHARED CABIN ACCOMMODATIONS
- DAILY ACTIVITY TAKES PLACE AT AN ALTITUDE OF 8,000 FEET, CAN BE STRENUOUS AT TIMES, AND PHYSICAL ACTIVITIES MAY TAKE STAFF UP TO 12,000 FEET
- COMMUNITY - LIVING WITH **HIGH** SOCIAL INTERACTION
- EXTENSIVE HOURS SERVING STAFF AND CAMPERS THAT INCLUDES STANDING, LIFTING, UNLOADING, AND MOVING FOOD, DISHES, AND SUPPLIES THAT MAY BE OVER 30 LBS
- LIMITED COMMUNICATION OUTSIDE OF CAMP BY INTERNET OR PHONE EXCEPT FOR TIME OFF PERIODS

## **MINIMUM QUALIFICATIONS**

- DESIRE TO LIVE AND WORK WITHIN A CAMP COMMUNITY
- DESIRE TO WORK IN SERVICE - ORIENTED ROLE
- CLEARLY ARTICULATED CHRISTIAN FAITH AND LIFESTYLE
- ABILITY TO DO TASKS AS ASSIGNED AND TAKE INITIATIVE FOR FINDING THE NEXT TASK
- ABILITY/ WILLINGNESS TO ACCEPT SUPERVISION AND GUIDANCE
- DEMONSTRATE MATURITY AND LEADERSHIP AMONGST PEERS
- MUST BE AT LEAST 20 YEARS OLD AND A RETURNING STAFF MEMBER
- ABILITY TO RELATE TO PEERS AND CHILDREN
- GOOD CHARACTER, INTEGRITY, AND ADAPTABILITY
- ENTHUSIASM, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL
- ABILITY TO WORK WELL WITH OTHERS

## **GENERAL RESPONSIBILITIES:**

1. BE WITH KIDS AND AND SHOW THEM GOD
2. SUPPORT THE PROGRAM AND COUNSELING STAFF IN MAKING THE MAGIC OF CAMP HAPPEN
3. POINT PERSON FOR BTS STAFF/ VOLUNTEERS; DELEGATING TASKS TO BE COMPLETED IN A TIMELY MANNER
4. COMPLETE TASKS THAT SUPPORT ALL OPERATION OF SONLIGHT CAMP (TO INCLUDE BUT NOT LIMITED TO)
  - SET UP AND TAKE DOWN PROGRAM ACTIVITIES
  - WASH DISHES
  - HAUL TRASH
  - CLEAN FACILITIES
  - ASSIST WITH MAINTENANCE PROJECTS
  - ASSIST IN UNLOADING AND PUTTING SUPPLIES AND FOOD AWAY
  - MOW
  - ORGANIZE AND HAUL RECYCLABLES
  - STOCK SUPPLIES (TO INCLUDE RESTROOM SUPPLIES IN ALL AREAS)
  - BE A TEAM PLAYER
  - ASSIST WITH FOODSERVICE OPERATIONS AS NEEDED
  - JOIN PROGRAM STAFF AS NEEDED: CAMPFIRE PROGRAM, GROUP GAMES AND ACTIVITIES

## **ESSENTIAL FUNCTIONS**

1. MUST BE ABLE TO LIFT/UNLOAD/MOVE FOOD AND SUPPLIES (SOMETIMES IN EXCESS OF 50 POUNDS), LIFT DISHES TO THEIR STORAGE LOCATION, USE KITCHEN EQUIPMENT SAFELY, OPERATE ELECTRICAL AND MECHANICAL EQUIPMENT, OPERATE DISHWASHER, DETERMINE CLEANLINESS OF DISHES, FOOD CONTACT SURFACES, AND GENERAL CAMP AREA.
2. MUST BE ABLE TO TOLERATE LONG HOURS OF STANDING AND REPETITIVE TASKS WITH FEW BREAKS.
3. COMMUNICATE APPROPRIATELY AND EFFECTIVELY WITH FELLOW STAFF.
4. ABILITY TO MAINTAIN PERSONAL PHYSICAL, MENTAL, AND SPIRITUAL HEALTH DURING A FAST-PACED SUMMER, AND ADAPT TO A CONSTANTLY CHANGING ENVIRONMENT WHILE INTERACTING WITH MANY DIFFERENT PERSONALITIES.
5. WILLINGNESS AND ABILITY TO LIVE IN AN INTERNET FREE ENVIRONMENT
6. ABILITY TO ARTICULATE NEEDS TO SUPERVISOR FOR PERSONAL WELL-BEING