

CAMP SPOFFORD SUMMER STAFF

Head of Staff (Girls/Boys)

JOB DESCRIPTION

Heads of Staff are responsible for the supervision and spiritual nurture of the youth staff. This is a seasonal, summer position. Heads of Staff will live in the staff cabins with the youth staff and report to the Operations Director.

RESPONSIBILITIES

- Administer the policies set forth in the Camp Staff Handbook. Enforce appropriate disciplinary measures when necessary
- Encourage youth staff in their spiritual growth through personal friendships, morning prayer, chapels, evening devotions, one-on-one discipleship, etc.
- Establish rapport as much as possible with youth staff to enable ministry to personal or relational needs that develop during the summer
- Interact appropriately with the other head of staff, the Operations Director, and other leadership staff for counsel, encouragement and prayer
- Work alongside the youth staff among the various departments for the purpose of building relationships and rapport
- Plan and execute weekly staff activities
- Attend weekly adult staff meetings
- Meet regularly with the Operations Director

QUALIFICATIONS

- Mature college student or between the ages of 20-25
- Must exhibit a genuine love for youth with a willingness to serve and wisdom to care for them
- Must exude leadership qualities
- Committed to the Christian faith and actively following Jesus with a life as outlined in the Bible

GENERAL WEEKLY SCHEDULE

SUNDAY - FRIDAY

- Department Work (time is flexible)
- 10:30 - 11 pm (Cabin Devotions)

SATURDAY: OFF

Heads of staff will set the staff activity schedule at the beginning of the summer. Weekly meetings with both heads of staff and their supervisor as well as bi-weekly one-on-one meetings will need to be scheduled.