



# **Horton Center Staff**

## **Job Description**

### **Program Staff Member**

*Supervisors: Summer Director, Executive Director*

#### **General Duties:**

- Represent Horton Center in a professional manner consistent with its mission statement
- Abide by the guidelines set up in the Horton Center Staff Manual and staff covenant
- Help to build camp morale and encourage the growth of other staff members
- Participate in staff activities and meetings
- Assist campers, deans and volunteer counselors with any and all needs
- Clean the camp, including bathrooms, cabins, washing dishes & pots

#### **Program Duties**

- Work with volunteer counselors on planning and implementing program for Faith Discovery Groups, including challenges.
- Help with site & trail maintenance
- Assist in the kitchen, preparing food and cleaning kitchen according to state and ACA regulations
- Develop and lead program, including group singing, games, and other programming
- Assist in worship leadership
- Work in the craft cabin to implement program, clean and straighten craft cabin when finished
- Work at the waterfront: if certified, as a lifeguard. If not certified, as a waterfront observer
- Lead hikes safely, including the preparation for the hike and the clean up and/or debrief after. Follow proper risk management protocols while on the hike.
- Lead other activities safely, as certified and permissible (rock climbing, caving, archery, etc).
- Follow all ACA policies and procedures
- Help in the camp store as scheduled
- Assist other staff members with their duties when needed
- Work as a cabin counselor as needed
- Other duties as assigned

***The Mission of Outdoor Ministries in the New Hampshire Conference of the United Church of Christ is to invite all God's children to experience Christian community in the natural world.***