

JOB DESCRIPTION:  
**Canteen Director**  
Nonexempt (Seasonal)  
Reports to: Program Director



## OUR MISSION

**Covenant Point Bible Camp exists to present campers with the claims of Jesus Christ and encourage them in their next step of faith.**

## OUR CORE VALUES

### **Stillness and Silliness**

It's through play that we are re-created, and that we become more child-like again- more fit to enter the Kingdom of God, more humbly ready to grow, more open to relationships, and more authentically ready to be present and still before God. We talk about, practice, and teach the disciplines of stillness, prayer, and reflection- recognizing that we provide rare opportunities for our guests to listen for God's voice.

### **Deep Discipleship**

We seek to serve the particular churches of the Central Conference, as well as the broader Church, always finding ways to challenge campers to discover their unique next step of faith, to connect with their God-given call, and to think deeply about and respond with action to the hurts in our world. We seek to embody and teach a faith that encompasses head, heart, and hands.

### **Wilderness & Adventure**

Imagination, child-like faith, and deep wisdom are all often ignited by time spent in wild places; we value our unique section of God's creation and consider it a privilege to bring others further into it to discover more of themselves and God.

### **Space to Lead**

We see ourselves as a place of leadership development through doing, trying, succeeding, and sometimes failing within the bounds of a safe and supportive community; the wonderful strength of Covenant Point is rooted in the unique individuals who contribute to every element of its program in a bottom-up manner.

### **Excellent Care**

Intimate knowledge of the place and people of Covenant Point affords the opportunity for long-term and wise nurturing; we strive to steward with excellence everything that God has given us- both human and non-human resources with frugal ingenuity and love. We seek to care for our campers by providing safe spaces to take risks, to explore creation, to know and be known. We consider serving to be a Christ-like, dignified, and important act, regardless of the task- from cleaning toilets to leading a devotion.

## Minimum Qualifications

- 18 years of age
- Previous work crew experience
- CPR training (as outlined by the American Red Cross or equivalent standard)
- Evidence of spiritual and emotional maturity
- Good character, integrity, and adaptability

## General Responsibilities

- Direct operation of the canteen
- Responsible for sorting all incoming mail and bringing all outgoing mail to the mailbox on a timely basis
- Participation with the general summer camping ministry

## Specific Responsibilities

1. Keep canteen clean and well stocked.
2. Offer canteen at special events.
3. Keep office manager well-informed of the needs of the canteen.
4. Maintain accurate records of campers' canteen credit and prepare refunds at the end of the week.
5. Keep track of staff purchases
6. Maintain organization of the staff laundry room
7. Stay in contact with the Arts and Crafts Director and Waterfront Director to ensure the activities from these two locations are subtracted from the canteen balance.
8. Monitor freezer temperatures to minimize product loss.
9. Participation in staff orientation.
10. Participate enthusiastically in all camp activities as assigned.
11. Participation in spiritual life of the camp community; such as:
  - a. participate in staff lead services for local churches (no more than two during the summer)
  - b. help Camp Pastor and Pastor of the week during chapel talks
  - c. join in staff worship times
12. Knowledge, skills, and ability to understand the developmental needs of children and youth
13. Maintain a clean and safe environment in housing assignment. This will be reviewed weekly either by the Director or the person he assigns. In addition, at the end of each week, help in general clean-up of the camp before beginning time-off.

## Physical Aspects of the Job

1. Ability to communicate and work with groups participating (ages 2<sup>nd</sup> grade thru high school plus family camp) and provide necessary instruction to campers and staff.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulation and emergency procedures, and apply fitting behavior-management techniques.
3. Visual and auditory ability to identify and respond to environment and other hazards related to general camp activity.
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
5. Ability to perform job responsibilities during daylight and nighttime hours.
6. Ability to lift up to 50 pounds.
7. Ability to endure prolonged standing, bending, stooping, and stretching.
8. Ability to operate with daily exposure to the sun, heat, rain, various animals and plants (environmental conditions unique to the North woods).
9. Willingness to live in a camp setting and work irregular hours.