

**Name of Organization:** High Hill Christian Camp

**Physical Address:** 20 Camp Ln, High Hill, MO 63350

**Web Address:** [www.highhillcamp.org](http://www.highhillcamp.org)

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**Phone:** 636-585-2262

**Position Available:** Summer Camp Intern (paid, seasonal full-time)

**To Apply:** <https://highhillchristiancamp.regfox.com/summer-employment>

### **ABOUT HIGH HILL CHRISTIAN CAMP**

High Hill Christian Camp and Retreat Center is a Christian camp owned and operated by Independent Christian Churches of mid-Missouri. Our goal is to offer a fun, Christian atmosphere in a modern camp setting surrounded by God's wilderness. We strive to offer weeks of camp that will foster the spiritual growth of our campers. Our prayer is that everyone leaves here with a closer relationship with our Lord and Savior, Jesus Christ.

### **ABOUT THIS JOB**

We are so pleased that you're interested in working at High Hill Christian Camp. Our summer employees are what make camp work. Below you will find information about this job. If you have any questions, please do not hesitate to reach out to us at [office@highhillcamp.org](mailto:office@highhillcamp.org).

This internship will include office work, coordinating the canteen, overseeing inventory, helping out with photo/video promotion on various social media platforms, coordinating and executing all outdoor activities with our deans, and being involved with the day to day operations of camp management. There may be times where this position assists with maintenance along with the other duties required of all summer staff - assist with daily camp clean up (checking cabins/dorms, cleaning bathrooms, and restocking necessary items), and end of camp turn around to prepare for the next session. *(See below for list of duties.)*

### **QUALIFICATIONS:**

First, and most importantly, you will be expected to have a strong relationship with Christ that is evident through your daily behavior. Your attitude should be the same as that of Christ Jesus, who came not to be served but to serve (Phil. 2:5; Mt. 20:28). We will expect you to maintain an atmosphere of teamwork and encouragement not only with your fellow employees but also those attending camp as campers and faculty. This position requires previous camp experience. Preference will be given to those who have previously worked at a camp and have an interest in organizational leadership and/or camp ministry. Applicants who have volunteered at a camp will be considered, but merit must be substantiated.

## **REQUIREMENTS:**

- MUST LIVE ON SITE AT HIGH HILL FOR ALL CAMP SESSIONS.
- Be a born again Christian and exemplify a consistent testimony for Christ (1 John 5:11-15).
- Have a desire and the ability to serve God by leading and mentoring children in outdoor Christian education programming.
- Have the ability to relate to children, peers and authority; ability to accept supervision and guidance.
- Possess good moral character and have no involvement in the criminal justice system on moral charges. You must have integrity, adaptability, enthusiasm, a sense of humor, patience and self-control.
- Can understand the age characteristics of your campers and be prepared to deal with campers appropriately for their age and maturity levels.
- Understand that you will be expected to help provide supervision of the campers if so needed.
- Agree to have a positive attitude in regard to the food, speakers, leaders, recreation and any other situation that may arise is essential (you will express any concerns to the director instead of campers, adult volunteers, ministers, or other staff).

## **COMPENSATION:**

Because of the complexity of this position, we offer our maximum summer pay of \$350/week (total of 7 1/2 weeks). Additionally, all meals during camp are provided plus one free canteen daily. On site housing is also provided. *(We like to make an aside that with most jobs, you are paying for your daily meals plus gas to and from your place of work - but not with a camp job. You can have very minimal expenses and save the majority of your paycheck!)*

## **DATES OF EMPLOYMENT:**

We begin staff training on June 13th. Camp begins June 8th. Right now, we have a scheduled break from July 3rd-9th, but this could potentially turn into an additional week of high school camp. Camp officially ends on August 11th, but staff will remain on-site for the next day or two to wrap up camp.

## **LIST OF DUTIES:**

### **REGISTRATION:**

- Assist with check in
- Be knowledgeable enough about housing, deans, schedule, etc. to answer questions

### **CANTEEN:**

- Daily cash counts (and possibly deposits)
- Inventory (organization & restocking)
- Schedule workers
- Missions totals
- Faculty tabs – send and collect
- Cleaning the canteen midweek and end of week

### **BUNK ONE/SOCIAL MEDIA:**

- Printing & delivering bunk notes
- Taking pictures
- Uploading pictures
- Keeping up with Facebook/Instagram about what's going on at camp

### **CAMPER MAIL:**

- Retrieve from mail box daily
- Distribute at dinner with Bunk One notes
- Return to sender any mail after camp

#### ACTIVITIES:

- Coordinating with deans
- Attend morning faculty meetings and give daily overview to full time staff
- Inventory of supplies
- Maintenance of supplies
- Oversee set up & tear down daily

#### CAMP CLEANING:

- Cleaning supply inventory each week
- Upper Nebel bathroom daily checks

#### CAMPER PICK UP:

- make pick up lists from registration forms
- send email to parents
- Run "lost & found" claiming with campers

#### LOST & FOUND

- Do your best to make sure everything is taken home on last day
- Collect and label anything not taken home
- Coordinate with parents who call about lost items

#### IF TIME ALLOWS

- Begin reaching out to donors about our fall golf scramble
- Help with fall retreat communication