

# Menno Haven Camp & Retreat Center

2012 Summer Staff Application Information

Summer Theme:

## Encountering Jesus

### Mission Statement:

To invite all to experience God's World and Christ's Kingdom in a camp and retreat setting through opportunities for worship, fellowship, recreation, growth, and renewal.

### Dates for Summer:

June 3-7	Adventure Education Facilitator Workshop	Age 16 and up
June 10-16	Staff Orientation Week ☺	All Staff
June 17-22	Blue Jay Camp	Grades 4-6
June 24-29	Junior High Camp - Trailblazer and Sports	Grades 6-8
June 29 – July 2	Family Camp/ Bike Camp	Families
July 8-13	Night Adventure Camp	Grades 7-9
July 15-20	High School Camp – Cardinal and Wilderness	Grades 9-12
July 22-25	Cottontail Camp	Grades 3-5
July 26-27	Disorientation ☺	All Staff

July 28 - August 12 We need 6 to 8 staff to stay for kitchen, maintenance, facilitator, and waterfront. Let us know if you are interested.

### Summer Staff Compensation

All summer staff will receive room & board. Paid staff positions will receive a weekly wage based on the information below.

#### BASE WAGES:

The weekly wage for college age summer staff is \$120.00/week and the wage for high school age summer staff is \$100.00/week.

**ALL RETURNING SUMMER STAFF** may earn an additional \$10.00/week for each year paid on summer staff here at Menno Haven. Up to \$20.00/week additional.

*To apply, go to our website: [www.mennohaven.com](http://www.mennohaven.com) and click the link on the home page. Please apply by March 15, 2012.*

*We are praying for you as you discern where God is leading you this summer. Please keep this page so you can contact us.*



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# Abbreviated Job Descriptions

We are seeking persons who have a desire to know, love, and serve Jesus Christ, and to share their faith with others through their words and lifestyle. We are looking for applicants to be mature, teachable, dependable, hard-working, service oriented, and well suited to working with children and adults. It is important that our staff be capable of living in a close community setting. Staff need to be 16 years of age or older at the time of employment. Also, we prefer the Program Assistants and Head Cabin Counselors to be 19 years of age or older (one year out of High School). Applicants chosen for summer employment will be sent Menno Haven's *Summer Staff Guidelines* along with their *Memo Of Understanding*. We are hiring first and foremost summer staff; staff to help with anything Menno Haven related during the summer months. Below are abbreviated job descriptions that give structure to your specific responsibilities. More detailed job descriptions are available upon request.

## **PAID POSITIONS**

### **Program Assistant**

May 25 – August 3

In cooperation with the Program Director, plan and coordinate the daily schedule and activities of summer camp. Serves as a primary leader for the summer staff. Contact us for more details.

### **Head Cabin Counselor**

June 10 – July 27

Is responsible for the over-all health, safety, and spiritual well-being of the campers in their cabin. Leads the daily Bible study for her/his cabin. Is responsible for helping to plan and lead her/his cabin during crafts, group games, cabin activities, campfires, chapel, and all other camp activities. Contact us for more details.

### **Office Assistant**

May 30 – August 3

(May begin as early as May 21)

Handle incoming calls, receive visitors, help with mail and camper emails, weekly newsletters, data entry, and reports among other office duties. Contact us for more details.

### **Crafts Coordinator**

June 7 – July 27

Plan, organize and run engaging crafts and other activities with campers. Take photographs of campers and staff throughout week and make camp slideshow and photo CD. Contact us for more details.

### **Kitchen Assistant**

June 4 – August 12

See below "After camp help"

Works with the Food Service Manager and other kitchen assistants in daily preparation & cleanup of camper and retreat meals. Contact us for more details.

### **Maintenance Assistant**

May 29 – July 27

See below "After camp help"

Works with the Facilities Director in such areas as grounds, trail management, pool care, janitorial duties, miscellaneous projects, and preparing facilities and grounds for each group that comes in. Contact us for more details.

### **General Aide**

June 10 – July 27

Works primarily with Housekeeping Manager to clean Menno Haven facilities for use of program and retreat groups. Other responsibilities include pool care and other miscellaneous tasks. Contact us for more details.

### **After camp help**

July 28 – August 12+

We need 6 to 8 staff to stay for kitchen, maintenance, facilitator, and lifeguard. Let us know if you are interested.

## **VOLUNTEER POSITIONS**

We would love to have volunteers in any and/or all of the areas listed above. May volunteer at age 15. If 14 and interested, please contact the Program Director to discuss possibilities.