



The upcoming year will be dynamic-and sometimes overwhelming. Every day around here is a flurry of activity, productive and exciting activity that is leading to great progress. We are dreaming, planning, climbing, and growing, and joyfully embracing each day as an opportunity to move God's ministry at Don Lee Center forward. It continues to be my firm belief that God's hand is on us as we do this work.

There is a renewed energy in the air here at Don Lee Center. The campers, the students, the instructors, the volunteers and the staff are excited; the physical landscape of the site is changing again. It is a new day. Don Lee Center is going places we've never been before. We're expanding programs; building buildings; creating new spaces that encourage reflection and creativity; updating and upgrading; and developing better experiences for all our guests.

Our path into the future is alive with possibilities. It is ripe with promise, and is motivated by and challenged with the dreams of young people yet to visit and experience the 'Don Lee Spirit'. We have a mission to help turn those dreams into reality, and we are committed to unparalleled success

You are invited to apply for a position on our Summer Camp Staff for 2010.

Personnel Philosophy

Church camping sets out to provide an experience of the Christian community where campers are valued as creations of God and helped to understand and appreciate their worth, their relationship to God, to other persons, and to the whole created order. In order to facilitate this vision, it is important for camping ministries to attract the most qualified, motivated, and committed staff persons available. Our staff needs to be persons whose faith, lifestyle, and dreams reflect a commitment to responsible Christian living and who have established a pattern of willful sharing and growth within the community of faith. Therefore, the camps of NC United Methodist Camp and Retreat Ministries, Inc. desire the following characteristics for all staff members:

1. An individual who desires to be actively involved in Christian ministry to God's people; a person who has a passion for working with children and youth in a life affirming community.
2. A person whose Christian faith is a guiding force in his/her everyday life and who is willing to share that faith with campers and staff; persons who can actively and effectively share their faith experience and expression.
3. A person who has an appreciation for the beauty and complexity of God's creation; and who practices a lifestyle of care and compassion for the common good of persons and creation.
4. A person who can work effectively in a team situation and has basic skills which enable him/her to do this in a loving and caring way; a person who can lead and follow as a member of an exciting team of community facilitators.
5. A person who is emotionally and spiritually willing and able to support a camp program that is a full residential program which requires focus and attention 24 hours per day.

NC United Methodist Camp and Retreat Ministries, Inc. acknowledge the substantial contribution of staff to the health of its ministries, and, in turn seek to make employment both professionally and personally rewarding. The Board of Directors is committed to promoting a work environment characterized by dignity, courtesy, and respect. There should be opportunity for participation, challenge, broadening of experience, advancement, and supporting relationships.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

NC United Methodist Camp and Retreat Ministries, Inc. believe that belief in God and Jesus Christ is a bona fide occupational qualification for the employees and applicants of its camps. Further, it is preferable, but not required, for employees and applicants to agree with the tenets of the United Methodist Church.

The camps seek to provide equal opportunities to employees and applicants without regard to race, color, sex, national origin, age, disability. Equal opportunities include, but are not limited to, recruitment, selection, promotion, salary, benefits, transfers, layoffs and termination.

We are looking for just the right people to fill some very important positions on the Summer Staff for 2010



Opportunities to Serve Include:

COUNSELOR – “*This is real front line work*”

Qualifications: Meets the general characteristics and expectations of all staff members.

Responsible To: Head Counselor

General Responsibilities:

1. Leadership and guidance with a co-counselor of a group of 14-16 campers
2. Participation and contribution in the general planning and carrying out of the total camp program

Specific Responsibilities:

1. Live with a group of campers and help each adjust and grow within the camp environment and community.
2. Interpret and help enforce all safety and health regulations with campers.
3. Plan with a co-counselor and the camper group the activities and events for their week(s) at camp.
4. Lead and instruct campers in outdoor living skills by planning cookouts and overnights for your group.
5. Lead your group in daily worship and Bible study.
6. Promote the building of a caring Christian community and a positive self-image.
7. Remain with your campers at all times unless relieved by an assigned staff person.
8. Participate in all total camp activities.
9. Have a good attitude and be devoted to caring for the lives of campers.

LIFEGUARDING AQUATICS STAFF-“*Skill, talent, and strong witness to a positive attitude of caring make this essential safety position more than just sitting on a chair?*”

Qualifications:

1. Certified in Lifeguard Training and CPR.
2. Ability to work with campers and staff as a teacher and group leader.

Responsible To: Aquatic Coordinator

General Responsibilities:

1. To perform duties at the pool, canoeing area, and kayak area and act as the on-duty lifeguard in those areas.
2. While at the canoeing or kayak areas instruct campers in basic canoeing/kayaking

Techniques and safety procedures.

3. Keep all equipment, vessels, paddles, and PFD's in good condition and make repairs as needed.
4. To carry out all responsibilities assigned by the Aquatic Leadership team.
5. Assume an active leadership role during the use of any aquatic program area.

Specific Responsibilities:

1. Work as on-duty lifeguard, canoe/kayak instructor as assigned.
2. Assist in maintenance of pool area.
3. Help in planning all pool sessions.
4. Enforce and establish all safety regulations.
5. Assist in teaching swim lessons as needed.
6. Participate in all camp activities when possible.

OUTDOOR LIVING SKILLS INSTRUCTOR

The Outdoor Living Skills Program is designed to develop within each participant a desire to maintain environmental quality. Participants learn to make responsible decisions while participating in activities such as fire building, outdoor cooking, tent camping, and hiking or sail tripping.

OLS teaches participants environmental awareness, forges environmental ethics, and promotes environmental responsibility while learning skills to live comfortably in an outdoor environment.

Qualifications:

1. Experience and/or training in OLS from one of the many organizations offering this program. That might be National Outdoor Leadership School, outward Bound, Leave No Trace, Girl Scouts, Boy Scouts, Camp Fire USA, 4-H or many universities offer training programs.
2. Personal experience wilderness living or extended primitive camping.
3. Ability to train and teach staff, youth, and children.

General Responsibilities:

1. To implement a five level program in Outdoor Living Skills for campers and staff beginning with campers as young as seven years old.
2. To provide training and demonstration for all summer staff in the precepts of the program.
3. To lead groups in the process as the program is implemented. To later provide support for counselors as they teach and model the program components.

4. To provide equipment, equipment care for all activities at Camp Don Lee that include areas of Outdoor Living Skills.
5. To focus on the areas of proper fire building, proper cooking skills over a fire or stove, effective tent and shelter use, and "leave no trace camping ethic".

CANOE /KAYAK INSTRUCTOR –*"When a camper learns or masters a new skill their self esteem is lifted out of sight" We need some 'self esteem lifters'!*

"We are looking to take these program areas to new exciting levels in 2010 and we need staff members who bring experience and strong interest to lift this program area over the top"

Qualifications:

1. Minimum 18 years of age.
2. Certified Canoe or Kayak Instructor, or center trained in canoe/kayak instruction.
3. Has or has evidence of having a Lifeguard Training certificate or equivalent.
(This can be adjusted if certified as an instructor)
4. Certified in First Aid and CPR.

Responsible To: Aquatics Coordinator

General Responsibilities:

To conduct a canoeing/kayak program of instruction and exciting trips for all camper groups. To lead and develop a strong new program of trips and adventure with Kayaks/Canoes

Specific Responsibilities:

1. Instruct campers in basic canoeing techniques and safety procedures.
2. Establish a method and schedule whereby counselors may sign up for instruction and canoe/kayak outings.
3. Interpret and enforce all rules of water safety.
4. Assist counselors in planning and taking over lunch and overnight canoe/kayak trips.
5. Keep all canoes/kayaks, paddles, and PFD's in good condition and make repairs as needed.
6. Assume active leadership during any use of canoes.



SAILING INSTRUCTOR/SAILING STAFF

"It is truly amazing how many campers remember who taught them to sail and who inspired them to do things they did not believe they could do. We need staff members who are teachers and providers of inspiration"

Qualifications:

1. Demonstrate excitement for children and youth learning to sail.
2. Certified in Lifeguard Training, US Sailing Instructor, or equivalent.
3. Certified in CPR.
4. Ability/experience in powerboat operation.

Responsible To: Sailing Program Coordinator/Sailing Master

General Responsibilities:

To instruct and supervise all sailing activities under the direction of the Sailing Master.

Specific Responsibilities:

1. Assist in instruction of basic skills.
2. Supervise sailing activity periods and trips as assigned.
3. Rig and unrig boats, operate power boats, and perform on-the-water rescue and assistance.
4. Assist in boat maintenance: painting, varnishing, repair of fiberglass and sails, etc.
5. Actively participate in all total camp activities whenever possible.
6. Enforce established safety regulations.

BOAT MAINTENANCE

Qualifications:

1. Experience in all types of boat repair and marine engine maintenance.

2. At Least 19 years of age
3. The ability to organize and maintain boat repair for all vessels
4. Have the ability to lead peers in assisting and training for boat maintenance and upkeep...

Responsible to: Sailing Program Coordinator

Specific Responsibilities:

1. Work directly with the Sailing Program Coordinator to maintain a fleet of motorboats and various types of sailboat.
2. To help carry out an organized routine maintenance for all types of boats.
3. To assist in keeping track of boat repair inventory.
4. To help train and educate summer staff in issues of maintenance and repair.

ENVIRONMENTAL EDUCATOR/NATURALIST

"Opening eyes to the world around us all is almost like giving new sight to a blind man" Having special eyesight, compassion for creation, and desire to impart ethical living is a high calling and an exciting challenge"

Qualifications:

1. Meet all the general characteristics for all staff members.
2. Skills and experience in leading environmental awareness activities.
3. A strong background in environmental awareness concerns and in general marine science
4. Issues.
5. Ability to communicate this philosophy and knowledge to children/youth

Responsible To: Environmental Education Coordinator

General Responsibilities:

To plan and conduct a program of environmental and nature awareness for campers and staff. To provide prime leadership for marine science camps and all special environmental programs.

Specific Responsibilities:

1. Plan and promote a series of nature awareness activities that camper groups may sign up for each day.
2. Serve as a general resource person in environmental concerns and questions.
3. Organize and promote the use of a nature center facility at Camp Don Lee.
4. Call attention to our environment.

DRAMA SPECIALIST

"Creative expression through word, movement and character is a great gift to be shared and to be passed on to children and youth with the full joy of Life. We are looking for that person who can set free the hidden talents of others"

Qualifications:

1. Must be creative and passionate about using drama and the arts to instill confidence in campers.
2. Experience in planning and leading expressive activities with children/youth
3. Must be 18 years of age

Responsible to: Program Leadership team

Specific Responsibilities:

1. To create and design a drama program that is appropriate for campers of all ages.
2. Implement activities that help bring groups of campers together.
3. Contribute resources and leadership to all camp activities including, but not limited to worship times...
4. Serve as a member of the Summer Worship Leadership Team.

MUSIC SPECIALIST/WORSHIP MUSIC LEADER/BAND

"Musical expression draws the interest of anyone who is passing by; certainly it is not just words that tell the gospel story. We are looking for an exceptional telling of the story in music"

Qualifications:

1. Demonstrate a passionate about music and showing campers how it can be used to not only worship God, but as a form of self expression.
2. Must be 18 years of age.

Responsible to: Program Leadership Team

Specific Responsibilities:

1. Help plan and implement daily music periods with group of 16 campers
2. Help with and/or lead worship music for all camp gatherings.
3. Find creative ways to make music and get campers involved.
4. Create a community band or provide venue for music talents to present themselves in the camp community.
5. Serve as a member of the summer Worship Leadership Team.

ARCHERY SPECIALIST

When a camper learns or masters a new skill their self esteem is lifted out of sight" We need some 'self esteem lifters'!

Qualifications:

1. Must have experience in designing and implementing a group based archery program.
2. Must be 18 years of age.
3. A Level 1 or Level 2 Archery certification is preferred, but not required. If candidate doesn't have certification, must be willing to get certification.

Responsible to: Program Leadership Team

1. Design and implement an archery program.
2. Up keep of all archery equipment

MEDIA COORDINATOR

Qualifications:

1. Must be comfortable and competent working in Microsoft Office, and have experience, or be able to learn how to work with web pages.
2. Must be at least 18 years of age.
3. Education or experience in Communications, Photography, and/or web design preferred.
4. Media communications experience a major plus

Responsible to: Center Director

General Responsibilities:

1. Take over 150 pictures and upload them on a daily basis.
2. Take and organize pictures for upcoming promotional pieces.
3. Create an online daily newsletter for camper families
4. Create in house news sheet for the staff community
5. Create a video/or PowerPoint production to use with families on Saturday morning and one to use on Sunday afternoons.
6. The help coordinator all media use for all camp functions, i.e. LCD projection, music, presentation for special events
7. To arrange all group photographs and send to be developed. To promote their sale and delivery.
8. Serve as a member of the Summer Worship Leadership Team

ARTS AND CRAFTS INSTRUCTOR

"Art in summer camp is sometimes presented as time filler that produces nothing worth taking home, even in our memories. At Camp Don Lee we are seeking to provide an opportunity at art expression that sets free that hidden expressive desire by teaching skill, technique, and "artist eye"

Qualifications:

1. Meets the general characteristics and expectations of all staff members.
2. Interest, knowledge, and skill in art and some crafts and the ability to teach and motivate others.

Responsible To: Program Leadership team

General Responsibilities:

To organize and administer a safe and meaningful program in arts and crafts,

Specific Responsibilities:

1. Develop and operate a meaningful program in crafts geared to the various ages, interests,
2. and abilities of the campers.
3. Coordinate the crafts program with other camp activities and plans.
4. Prepare a craft shop area to include displays to stimulate interest.
5. Clean, organize, and maintain craft area and supplies. Keep inventory of supplies and place
 - a. orders for needed materials.

CRAFTS TRAINEE

Qualifications:

1. Meets the general characteristics and expectations of all staff members.
2. Interest, knowledge, and skill in nature crafts and the ability to teach and motivate others.

Responsible To: Program Leadership Team

General Responsibilities:

1. To help organize and administer a safe and meaningful program in art/crafts.
2. To assist the Arts and Crafts Instructor in day to day activities.

Specific Responsibilities:

1. Develop and operate a meaningful program in art/crafts geared to the various ages, interests, and abilities of the campers.
2. Coordinate the art/crafts program with other camp activities and plans.
3. Help prepare an Art Center & craft shop area to include displays to stimulate interest.
4. Assist in keeping a clean, organized, craft area and supplies.

CHALLENGE COURSE LEAD FACILITATOR:

Qualifications:

1. Interest, skill and experience in leadership and facilitation of Low Ropes Challenge Course Activities.
2. Training or certification from a certifying group such as Project Adventure or from a University Training Program in facilitation and leadership of these activities.

Responsible to: Program Leadership Team

Specific Responsibilities:

1. To model and demonstrate excellent leadership and facilitation skills.
2. To train summer counselors to become excellent leaders
3. To provide direct leadership to a set number of groups each day/week.
To maintain the equipment and supplies necessary for using this powerful program option.

NURSE OR HEALTH CARE COORDINATOR

Qualifications:

1. North Carolina Board of Nursing Registered Nurse
2. Experience working with children and childhood medical needs
3. Ability to work independently.

Responsible to: Center Director

The Health Coordinator provides emergency first-aid, is responsible for dispensing medications, is responsible for treatment of accidents and minor illnesses and the records of any such treatment, and helps to ensure that camp is a safe environment.

The Health Coordinator resides in a room in the Health Center or is available through a designated location or beeper and is on-site while campers are in camp.

The Health Coordinator is responsible for daily health care.

The Health Coordinator does screening of guests during registration. Notes are given to the counselors concerning medication need of the camper and/or any specific problems. Campers who become sick before a trip are screened to see if the camper is able to go on the trip. Post-trip screening is done if the camper or counselors feel it is necessary for the camper to go to the Health Center.

Daily sick call is after every meal and at 9:30 p.m bedtime medications when the Health Coordinator gives out medication. Daily medical care is given day or night when needed. Standing orders for medical care are on file in the Health Center. Medications are kept locked and dispensed by the Health Coordinator following parents and physicians instructions.

There is an on-call relationship with a local physician for support and backup care.

HEALTH CARE ASSISTANT

Qualifications:

1. General interest in health care operations.
2. Certified in basic first aid and CPR
3. Ability to pay attention to detail and follow specific instructions.

Responsible to: Nurse and/Leadership Team

To support the day to day operations of the Health Center. To assist in dispensing medication and keeping records. To stock first aid kits and ready travel kits for groups leaving camp. To help establish healthy practices in the camp community. To perform daily cabin and building inspections.

To be on duty in the health center when the need arises.

SPECIAL LEADERSHIP POSITIONS AVAILABLE

SAILING MASTER

Qualifications:

1. An experienced sailor and instructor of sailing.
2. At least 21 years of age.
3. Ability and experience in planning and the administration of programs and personnel.
4. Holds or has evidence of having held a Lifeguard Training certificate.

5. Certified US Sailing Instructor preferred.

Responsible To: Sailing Program Coordinator

General Responsibilities:

- To plan, organize, and administer the sailing program and equipment of Camp Don Lee.
- To supervise the summer sailing staff team toward the accomplishment of goals and purposes of the program.

Specific Responsibilities:

1. To work with the Sailing Program Coordinator to assign duties and work schedules for the entire summer sailing staff.
2. Organize and schedule all sailing activities with proper supervision to insure the safety of all persons involved..
3. Scheduling responsibilities include (in addition to in-camp activities) the establishment of schedules for all out-of-camp trips which involve sailing equipment or personnel.
4. Supervise the sailing staff and assignment of all duties on a day-to-day basis.

Actively participate in all total camp activities whenever possible and to serve as a member of the summer program leadership team.

AQUATICS COORDINATOR

Qualifications:

1. Certified LG, a canoeing and/or kayak certification preferred, but not mandatory.
2. Be at least 21 years old.
3. Prior experience in planning and coordinating all aquatics activities and lessons.
4. Ability to supervise aquatics staff personnel.

Responsible To: Program Leadership Team

Specific Responsibilities:

1. Schedule and assign all pool, Canoeing, and Kayaking staff responsibilities.
2. Function as on-duty lifeguard as required.
3. Establish procedures for pool/creek/river use and safety expectations.
4. Supervise swim test for all campers when they arrive for camp the first day.
5. Maintain pool chlorination procedures.
6. Maintain pool cleanliness.
7. Plan morning pool games and instructions.
8. Supervise free swims.
9. Maintain care and storage of canoes, kayaks, and support equipment

ADVENTURE CAMP PROGRAMS COORDINATOR

Qualifications:

1. At least 21 years old.
2. Experience in leadership of adventure type activities.
3. Certification in Wilderness First Aid/CPR
4. Certification in waterfront lifeguarding.
5. Certification as canoe or kayak instructor preferred.
6. CDL would be helpful.

Responsible to: Center Director

General Responsibilities:

To serve as resource person and coordinator for a number of programs offered at Don Lee as off-site adventure camps.

1. To plan and coordinate the details of the specific camps.
2. To train and prepare the staff members assigned to work with these programs.
3. To lead each of these adventures with expertise and concern for safety.
4. To establish a posture of adventure, challenge, and fun for all campers involved in these special programs.

HEAD COUNSELOR OR SUMMER PROGRAM DIRECTOR

Qualifications:

1. An experienced counselor that has the ability to relate to peers close to his/her age in an administrative role.
2. At least 21 years of age.
3. Ability and experience in planning and the administration of programs and personnel.

Responsible to: Program Leadership Team

General Responsibilities:

To serve as resource, a leader, and a liaison for counselors. Serve as a member of the summer program leadership team.

Specific Responsibilities:

1. Model positive and appropriate behavior to campers and other staff , including;

- i. A friendly, upbeat and encouraging attitude
 - ii. A welcoming and inclusive manner towards others.
2. On Duty status on night times and rest periods.
3. Counselor's first resource for homesickness, bullying, and other tough issues.
4. Fill in when a counselor cannot fulfill his/her role.
5. Help plan and participate in camp wide activities.
6. Help in the training process, specifically to give counselors the resources they need.
7. Help with administrative task; such as camper evaluations and staff feedback.
8. To coordinator daily program schedule and assist with weekly and daily sign-up by group counselors

CAMP PSYCHOLOGIST OR SPECIAL NEEDS RESOURCE PERSON

Qualifications:

1. Experience or training of counseling with children and youth who may have special needs.
2. Background knowledge in developmental processes and stages for children and youth.
3. Familiarity with treatment modalities or plans of action as related to children/youth with expressed emotional or developmental issues.

Responsible to: Program Leadership Team

Specific Responsibilities:

1. To provide resource and training for all staff in skills for successfully working with children and their special needs.
2. To provide relational counseling for campers as needed when referred by a staff member.
3. To work in partnership with parents/counselors/ and campers to provide the best camp experience for every camper.
4. To work with the Program Leadership Team to plan activities that work to build a caring and trust filled community.
5. To take a major leadership role in any crisis response effort.
6. To provide in service training for group counselors in small group leadership techniques and facilitation of group process.



Camp Don Lee

Summer 2010 Salaries and Dates

★ **Full Staff Members** (must be 18 years of age and graduated from high school):
Counselors, Sailing Staff, Lifeguards, Instructors

- Beginning compensation for full staff is \$190.00 per week.
- Returning staff \$20.00 more per week for each returning year (up to three years).
- Staff members receive room, meals and workers compensation insurance in addition to salaries.

• **Full Season Contract Bonus**

For those staff members who contract for the full season, there is an additional \$200.00 seasonal bonus. This is available only to full season signers that fulfill their full season contract.

★ **Trainees** (under 18 years of age or who have not graduated from high school):
Lifeguard, Sailing, Operations Personnel, Instructors, Nature, Crafts, Drama

- Beginning compensation for trainees is \$100.00 per week.

★ **Supervisory and Special Personnel:**

LIT Coordinators, Head Counselor, Head Lifeguard, Sailing

Master, Nurse, Bus Drivers, Adventure Camps Coordinator,

- Salaries are agreed upon with the Center Director (Range from \$240-\$400 per week)

Dates:

Sailing Staff Training Begins May 30, 2010

Full Staff Training Begins June 6, 2010

First SessionJune 13 – July 10, 2010

Family and Adventure Camps July 11 – 17, 2010

Second Session July 18 – August 14, 2010

Marine Science Family Camps..... August 15-18, 2010