

STUDENT LIFE SUMMER STAFF JOB DESCRIPTIONS

CAMP OFFICE:

HOUSING COORDINATOR:

- BE A MINISTER
- WORK IN THE CAMP OFFICE AND HELP WITH DAILY OFFICE TASKS
- COORDINATE/ASSIGN CAMP HOUSING
- PARTICIPATE IN REGISTRATION
- ATTEND YOUTH MINISTER/CHILDREN'S MINISTER MEETINGS
- OVERSEE YOUTH MINISTER/CHILDREN'S MINISTER PACKETS
- COORDINATE STUDENT STAFFERS DURING NAMETAG LAMINATING PROCESS
- MAINTAIN A RELATIONSHIP WITH CAMPUS HOUSING CONTACTS
- HANDLE ALL MAINTENANCE REQUESTS AND HOUSING CONCERNS
- COORDINATE KEY AND KEY DEPOSIT RETURN ON THE LAST DAY OF CAMP
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- SUPERVISOR: EVENT COORDINATOR

FAMILY GROUP COORDINATOR:

- BE A MINISTER
- WORK IN THE CAMP OFFICE AND HELP WITH DAILY OFFICE TASKS
- ASSIGN FAMILY GROUPS
- PARTICIPATE IN REGISTRATION
- ASSIGN FAMILY GROUP AND CHURCH GROUP LOCATIONS
- ATTEND YOUTH MINISTER/CHILDREN'S MINISTER MEETINGS
- OVERSEE FAMILY GROUP PACKETS, NUMBERS AND STAKES
- COORDINATE AND ASSIST EACH FAMILY GROUP LEADERSHIP MEETING WITH THE CAMP DIRECTOR
- TROUBLESHOOT FAMILY GROUP ASSIGNMENTS/PROBLEMS FOR FAMILY GROUP LEADERS
- BE A MINISTER TO FAMILY GROUP LEADERS AND STUDENT LEADERS
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- SUPERVISOR: EVENT COORDINATOR

RESOURCE COORDINATOR:

- BE A MINISTER
- WORK IN THE CAMP OFFICE AND HELP WITH DAILY OFFICE TASKS
- COORDINATE PRODUCT TABLE
- MANAGE MONEYBAGS, COUNT MONEY, AND SECURE CASHIERS CHECKS
- INVENTORY ALL PRODUCTS WEEKLY
- CONTACT BANKS AND PURCHASE CASHIER'S CHECKS OR MONEY ORDERS OF WEEKLY PRODUCT MONIES AND MISSION OFFERING
- MANAGE GIVING OUT THEME T-SHIRTS AND NOTEBOOKS ON THE DAY OF REGISTRATION
- MANAGE STUDENT STAFFERS ASSIGNED TO WORK THE PRODUCT TABLE
- RECEIVE AND DISTRIBUTE ELECTRONIC GIFT CERTIFICATES
- COORDINATE PRODUCT SALES FOR CAMP PASTORS AND WORSHIP LEADERS
- COORDINATE PRODUCT RE-ORDERS WITH STUDENT LIFE HOME OFFICE
- REPORT INVENTORY WEEKLY TO STUDENT LIFE HOME OFFICE
- REPORT CAMP PASTOR/WORSHIP LEADER SALES TO HOME OFFICE
- SEND WEEKLY REVENUE REPORTS TO HOME OFFICE
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- HAVE STRONG MATH SKILLS, BE DETAIL-ORIENTED AND HAVE ORGANIZATION SKILLS

- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- SUPERVISOR: EVENT COORDINATOR

PUBLIC RELATIONS/INTERNET COORDINATOR:

- BE A MINISTER
- WORK IN THE CAMP OFFICE AND HELP WITH DAILY OFFICE TASKS
- WORK WITH BIRMINGHAM OFFICE INTERNET COORDINATOR
- CAPTURE DIGITAL PHOTOS FOR WEB SITE MARKETING
- CAPTURE DIGITAL PHOTOS OF MINISTERS FOR OUR DATABASE
- MANAGE SL LIVE (www.studentlifelive.com)
- MANAGE A WEBSITE SPECIFIC FOR EACH WEEK OF CAMP INCLUDING:
 - POSTING DAILY UPDATES OF CAMP EVENTS, WORSHIP SERVICES AND DAILY DIGITAL PICTURES
 - CONDUCTING & POSTING INTERVIEWS WITH YOUTH MINISTERS/CHILDREN MINISTERS
 - SERVING AS THE CONTACT BETWEEN CAMP AND PARENTS, FAMILY AND FRIENDS
 - RECEIVING AND DISTRIBUTING DAILY EMAILS FROM PARENTS TO CAMPERS
 - HELPING PREPARE PARENTS FOR THE RETURN HOME OF THEIR STUDENTS
 - INFORM LOCAL PRESS AGENCIES ABOUT STORY OPPORTUNITIES/PRESS RELEASES
 - LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
 - PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- SUPERVISOR: EVENT COORDINATOR

HOSPITALITY COORDINATOR:

- BE A MINISTER
- WORK IN THE CAMP OFFICE AND HELP WITH DAILY OFFICE TASKS
- LARGE CHURCH RELATIONSHIP MANAGER
 - COMMUNICATE WITH LARGE CHURCHES 5 DAYS BEFORE CAMP AND ASSIST AS NEEDED
 - ASSIST WITH LARGE CHURCH HOUSING AND FAMILY GROUP DETAILS
 - COMMUNICATE WITH LARGE CHURCHES BEFORE ARRIVING
 - MANAGE LARGE CHURCH REGISTRATION, KEY DISTRIBUTION, NAMETAGS, T-SHIRT DISTRIBUTION
- RESPONSIBLE FOR MINISTER MEETING SETUP AND CLEANUP
- MANAGE GIVEAWAYS AND MARKETING MATERIAL FOR MINISTER MEETINGS
- CONTACT FOR "CHURCH CONNECT" CHURCHES
 - CONTACT THESE CHURCHES AHEAD OF TIME TO FIND OUT THEIR PLANS, ASSIST AS NEEDED
 - INFORMATION SOURCE ON LOCAL ATTRACTIONS
 - PRINT AND PROVIDE DIRECTIONS TO ATTRACTIONS
 - COMMUNICATE WITH LOCAL ATTRACTIONS FOR GROUP RATES/DEALS
 - 'ON CALL' CONTACT FOR "CHURCH CONNECT" CHURCHES
- RESPONSIBLE FOR BACKSTAGE HOSPITALITY
- RESPONSIBLE FOR STAFF ON-SITE MEALS
- COORDINATE STUDENT STAFFER SOCIALS
- OVERSEE STUDENT STAFFER AND PERSONALITY PACKETS
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION)
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- ASSIST RESOURCE COORDINATOR WITH INVENTORY AND BANK TRIPS.
- SERVE AS TRAVELING CONTACT FOR TEAM'S LOST AND FOUND.
- COORDINATE AND TAKE CARE OF ANY MAILING/SHIPPING NEEDS FOR TEAM.
- SUPERVISOR: EVENT COORDINATOR

RECREATION:

RECREATION DIRECTOR:

- BE A MINISTER
- ORGANIZE AND STRUCTURE GAMES, MAKING SURE THEY ARE RUN PROPERLY
- MANAGE DAILY ACTIVITIES OF RECREATION AND RECREATION STAFF
- INSTRUCT/MENTOR STUDENT STAFFERS ON RESPONSIBILITIES DURING RECREATION
- MANAGE RECREATION EQUIPMENT INVENTORY AND EQUIPMENT ON VEHICLES
- KEEP LEADERSHIP LOG BOOK ON EACH LOCATION
- EQUIP RECREATION LEADERS WITH KNOWLEDGE OF GAMES/ACTIVITIES
- RESPONSIBLE FOR THE SAFETY OF CAMPER, LEADERS, STAFF DURING RECREATION
- PRESENT DAILY RECREATION ANNOUNCEMENTS AT MORNING CELEBRATION
- MANAGE/ASSIGN WATER DISTRIBUTION AT RECREATION FIELDS
- MANAGE ACCIDENT REPORTS (COLLECTING/FILING IN THE CAMP OFFICE)
- ACT AS THE FIGURE HEAD FOR STUDENT LIFE DURING REC WITH CAMPUS CONTACTS
- CARRY OUT ASSIGNMENTS DURING REGISTRATION, ORIENTATION, WORSHIP AND LATE NITE
- SERVE ON THE CAMP LEADERSHIP TEAM
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
- SUPERVISOR: CAMP DIRECTOR

RECREATION LEADER:

- BE A MINISTER
- OVERSEE AND RUN DAILY RECREATION TIME
- BUILD RELATIONSHIPS WITH STUDENTS WHILE PROVIDING A CHRIST-LIKE EXAMPLE
- MANAGE/MENTOR ASSIGNED STUDENT STAFFERS
- ASSIST OTHER RECREATION LEADERS DURING RECREATION TIME
- REPORT ACCIDENTS, PROBLEMS, AND IMPROVEMENTS TO RECREATION DIRECTOR
- SETUP AND TAKE DOWN RECREATION FIELD FOR EACH RECREATION SESSION
- APPEAR FOR SQUAD DURING MORNING CELEBRATION
- CARRY OUT REGISTRATION, ORIENTATION, WORSHIP AND LATE NITE ASSIGNMENTS
- PERFORM DUTIES WITH LOAD-IN AND LOAD-OUT
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
- SUPERVISOR: RECREATION DIRECTOR

MISSIONS:

MISSIONS DIRECTOR:

- BE A MINISTER
- WORK WITH CAMP DIRECTOR TO ENSURE QUALITY WORK FROM THE PERSPECTIVE OF THE VOLUNTEERS, HOSTS, AND COMMUNITY PARTNERS
- GIVE LEADERSHIP AND DIRECTION TO THE SITE COORDINATORS
- LEAD MISSION CAMP YOUTH MINISTER MEETING ON THE FIRST NIGHT OF CAMP
- CONDUCT ONGOING PROJECT EVALUATIONS
- FOLLOW UP WITH COMMUNITY PARTNERS

- COMMUNICATE REGULARLY WITH THE MISSIONS PROJECT SPECIALIST IN THE BIRMINGHAM OFFICE
- COMMUNICATE WITH CAMP EVENT COORDINATOR TO ENSURE THAT CAMP LOCATIONS ARE AWARE OF SPECIFIC DETAILS OF MISSION CAMP (INCLUDING BOXED LUNCHES)
- DAILY OFFICE DUTIES WITH THE REST OF CAMP OFFICE STAFF
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- WORK WITH FAMILY GROUP COORDINATOR REGARDING SQUAD ASSIGNMENTS
- SERVE ON THE CAMP LEADERSHIP TEAM
- TROUBLESHOOT AND PROBLEM SOLVE WITH MISSION PROJECT SPECIALIST AND SITE COORDINATORS WHEN ISSUES ARRISE FOR CHURCHES OR COMMUNITY PARTNERS
- SUPERVISOR: CAMP DIRECTOR

MISSIONS SITE COORDINATOR:

- BE A MINISTER
- OVERSEE DAILY WORK PROJECTS AND HANDLE SITUATIONS THAT ARISE TO THE BEST OF YOUR ABILITY
- MAINTAIN A RELATIONSHIP WITH THE COMMUNITY PARTNERS
- BE A GO-BETWEEN FOR YOUTH MINISTERS AND THE MISSION CAMP DIRECTOR
- REPORT ACCIDENTS, IMPROVEMENTS, AND NECESSARY PROBLEMS TO THE MISSION CAMP DIRECTOR
- DAILY WORK ALONGSIDE STUDENTS AT PROJECT SITES
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- PACK LUNCHES DAILY FOR MISSION CHURCH GROUPS
- LEAD DEVOTION AT RALLY POINT EACH DAY
- SUPERVISOR: MISSION DIRECTOR

PRODUCTION:

PROGRAM DIRECTOR

- BE A MINISTER
- RESPONSIBLE FOR EVERYTHING THAT GOES ON IN THE WORSHIP ROOM
- SERVE ON THE CAMP LEADERSHIP TEAM
- COORDINATE THE DIFFERENT ELEMENTS THAT MAKE UP CELEBRATION, WORSHIP, AND LATE NITE, INCLUDING LEADING ALL TECHNICAL STAFF AND AT2AP
- LEAD LOAD-IN AND LOAD-OUT
- GREET AND LOAD IN CAMP WORSHIP LEADERS
- LEAD DAILY PLANNING MEETINGS WITH CAMP PASTOR AND WORSHIP LEADER
- PROVIDE OPPORTUNITIES FOR STUDENTS TO LEARN ABOUT AND PARTICIPATE LEADING IN WORSHIP
- MENTOR PRODUCTION ASSISTANT
- LEAD AND/OR CO-LEAD PRODUCTION AND ACTOR FREE TIME OPTIONS EACH WEEK
- COORDINATE ANY USE OF GENERATORS OR CHAIN MOTORS
- COORDINATE LOADING, MAINTENANCE AND TRAVEL OF TRUCKS
- KEEP LEADERSHIP LOG BOOK ON EACH LOCATION
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE SUMMER STAFF
- SUPERVISOR: CAMP DIRECTOR

LIGHTING DIRECTOR:

- BE A MINISTER
- DESIGN OF TEAM SPECIFIC LIGHTING ELEMENTS
- MAINTAIN ALL LIGHTING EQUIPMENT INCLUDING:
 - PROGRAMMING
 - SET-UP/TEAR-DOWN
 - IMPLEMENTATION OF PRODUCTION STAFF'S LIGHTING DESIGN
 - ASSIST IN THE AREA OF VIDEO
 - BE AVAILABLE TO TEACH INTERESTED STUDENTS ABOUT LIGHTING
- BE INVOLVED IN REGISTRATION WHERE NEEDED
- CO-LEAD A TECHNICAL FREE-TIME OPTION
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
SUMMER STAFF
- SUPERVISOR: PROGRAM DIRECTOR

VIDEO DIRECTOR:

- BE A MINISTER
- MAINTAIN ALL VIDEO EQUIPMENT INCLUDING:
 - SET-UP/TEAR-DOWN
 - PLAYING VIDEO TAPES
 - CALLING A 3-CAMERA LIVE SHOOT
 - POWER POINT/MEDIA SHOUT
 - FILMING AND EDITING DAILY VIDEO TO BE PLAYED AT THE END OF THE DAY
 - HELP CREATE A PROMOTIONAL VIDEO FOR CAMP
 - BE AVAILABLE TO TEACH INTERESTED STUDENTS ABOUT VIDEO DIRECTING
- CO-LEAD A TECHNICAL FREE-TIME OPTION
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- SHOOT PROMOTIONAL MATERIAL AT EACH LOCATION
- BE INVOLVED IN REGISTRATION WHERE NEEDED
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
SUMMER STAFF
- SUPERVISOR: PROGRAM DIRECTOR

SOUND ENGINEER:

- BE A MINISTER
- MIX MONITORS AND FRONT OF HOUSE
- MAINTAIN ALL SOUND EQUIPMENT INCLUDING:
 - SET-UP/TEAR-DOWN
 - PROGRAMMING
 - RUNNING OF VARIOUS CUES THROUGH SOUND EFFECTS SOFTWARE
 - IMPLEMENTATION OF PRODUCTION STAFF'S SOUND DESIGN
 - BE AVAILABLE TO TEACH INTERESTED STUDENTS ABOUT SOUND
- CO-LEAD A TECHNICAL FREE-TIME OPTION
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- COORDINATE INPUT LIST TO HOME OFFICE PRIOR TO ARRIVAL OF WORSHIP LEADER
- LOAD IN WORSHIP LEADER
- SERMON DOWNLOAD MANAGEMENT
- ASSIST PR/INTERNET COORDINATOR WITH STUDENT LIFE LIVE
(WWW.STUDENTLIFE.LIVE.COM)
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
SUMMER STAFF
- SUPERVISOR: PROGRAM DIRECTOR

PRODUCTION ASSISTANT:

- BE A MINISTER
- ASSIST THE TECHNICAL TEAM WITH:
 - SET-UP/TEAR-DOWN
 - SHOOTING/EDITING VIDEOS
 - RUNNING SOUND BOARD
 - POWER POINT/MEDIA SHOUT AND OTHER ON-SCREEN PRESENTATIONS
 - BECOMING KNOWLEDGABLE ABOUT SOUND, LIGHTING AND VIDEO
- STAGE MANAGING
- MANAGE BACKSTAGE AREA
- TECHNICAL SUPPORT FOR FAMILY GROUP LEADERS MEETING
- BE INVOLVED IN REGISTRATION WHERE NEEDED
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
- SUMMER STAFF
- SUPERVISOR: PROGRAM DIRECTOR

AT2AP ACTORS AND ACTRESSES:

- BE A MINISTER
- BUILD RELATIONSHIPS WITH STUDENTS AND CHILDREN'S/YOUTH MINISTERS THROUGHOUT THE WEEK INCLUDING REGISTRATION BY MEETING AND GREETING
- PARTICIPATE IN MORNING CELEBRATION, WORSHIP, AND LATE NITE
- ASSIST PROGRAM DIRECTOR WITH STUDENT INVOLVEMENT
- ASSIST WITH LOAD-IN AND LOAD-OUT WITH A CONCENTRATION ON THE SET AND COSTUMES
- ASSIST WITH DAILY VIDEO SHOOT
- ASSIST IN STAGE MANAGING
- BE VISIBLE AROUND CAMPUS AT MEALS AND RECREATION/MISSIONS
- LEAD A 1 HOUR WEEKLY DRAMA WORKSHOP FOR STUDENTS
- LEAD AND/OR CO-LEAD AN FTO (FREE TIME OPTION) FOR STUDENTS EACH WEEK
- PARTICIPATE IN OTHER RESPONSIBILITIES RELATED TO BEING A PART OF STUDENT LIFE
- SUMMER STAFF
- SUPERVISOR: PROGRAM DIRECTOR

BIRMINGHAM OFFICE:**HOME OFFICE COORDINATOR (YOUTH AND KIDS CAMP):**

- BE A MINISTER
- OVERSEE EVERYTHING THAT HAPPENS WITH THE ASSIGNED TEAM
- BE A PART OF THE CUSTOMER SERVICE TEAM BY ANSWERING PHONES AND ASSISTING CUSTOMERS FOR STUDENT LIFE CAMP, STUDENT LIFE MISSION CAMP, STUDENT LIFE @ EVENTS, AND STUDENT LIFE FOR KIDS
- COMMUNICATE WITH YOUTH/CHILDREN'S MINISTERS
- COMPILE HOUSING AND FAMILY GROUP INFORMATION FROM YOUTH/CHILDREN'S MINISTERS AND ENTER INTO THE DATABASE
- MANAGE FINANCIAL MATTERS FOR ASSIGNED EVENTS
- ACT AS THE CONTACT PERSON FOR THE TRAVELING CAMP STAFF
- MAINTAIN A CALENDAR OF EVENTS FOR THE CAMPS WITHIN YOUR ASSIGNED TEAM (DUE DATES, REMINDER STATEMENTS, FINAL BALANCE FAX REPORTS, ETC.)
- SUPERVISOR: EXECUTIVE MINISTRY EVENTS COORDINATOR
- ASSIST MISSION PROJECT SPECIALIST WITH MISSIONS SITE PREPARATION
- COMPILE SUPPLY AND REMINDER LISTS FOR CHURCHES ATTENDING MISSION CAMP
- ASSIST WITH CONDO/HOTEL SPACE AVAILABILITY FOR EACH STUDENT LIFE EVENT
- SUPERVISOR: EXECUTIVE MINISTRY EVENTS COORDINATOR