

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 on registration day
- 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 resource table – includes restocking, setup and tear down, organizing table and back stock
- Manage moneybags, count money, and secure cashiers checks
- Inventory all resources weekly
- Contact banks and purchase cashier's checks or money orders of weekly product monies and mission offering when regular Student Life account held banks are not available
- Manage giving out theme T-shirts and magazines on the day of registration – inventory of these as well
- Manage student staffers assigned to work the product table
- Receive and distribute electronic gift certificates
- Coordinate resource sales for camp pastors and worship leaders
- Coordinate resource re-orders with Student Life Home Office
- Report inventory at the close of each camp to Student Life Home Office via FileMaker
- Giveaway pulls for actors, camp personalities, and YM appreciation bags
- Report camp pastor/worship leader sales to Home Office
- Posses retail knowledge when it comes to sales – “up sell” resources, explain promotions, be able to speak intelligently about all resources on the table
- Send weekly revenue reports to Home Office – both SL Resources and camp personalities

- Assist Home Office in moving around inventory from team to team – use of FedEx
- Exercise strong math skills, organizational skills, and be detail-oriented
- 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
- Serve as the large church relationship manager
- Communicate with large churches before camp and assist as needed
- Assist with large church housing and family group details
- 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 and 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 green room and backstage hospitality
- Responsible for staff on-site meals
- Coordinate student staffer socials
- Oversee and assemble student staffer and personality packets
- Assist Resource Coordinator with inventory and bank trips
- Assist Housing Coordinator with key and key deposit return on the last day of camp
- Serve as traveling contact for team’s lost and found
- Coordinate and take care of any mailing/shipping needs for 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 Summer Staff

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 campers, 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 Summer Staff

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
- Lead a devotion for your squad at the end of recreation
- Carry out registration, orientation, worship and late night 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 Summer Staff

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 and attend other Youth Minister meetings
- Conduct ongoing project evaluations
- Follow up with community partners
- Communicate regularly with the Missions Project Specialist in the Home 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 the camp Office Staff
- Troubleshoot and problem solve with Mission Project Specialist and Site Coordinators when issues arise for churches or community partners
- 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

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
- Pack lunches daily for Missions Camp church groups
- Lead devotion at rally point each day
- 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: 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
- Coordinate camp pastor/worship leader FTO 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
 - ProPresenter
 - 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
- Shoot promotional material at each location
- Be involved at registration where needed
- Co-lead a Technical FTO
- 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

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 FTO
 - 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.com/experience)
 - 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

PRODUCTION ASSISTANT:

- Be a minister
 - Assist the technical team with:
 - Set-up/Tear-Down
 - Shooting/editing videos
 - Running sound board
 - ProPresenter and other on-screen presentations
 - Becoming knowledgeable about sound, lighting and video
 - Stage Managing
 - Manage backstage area
 - Technical support for Family Group Leader 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 youth/children's 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 shoots
 - 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

SL4K BAND MEMBERS (KIDS CAMP):

- Be a minister
- Build relationships with students and youth/children's ministers throughout the week including registration by meeting and greeting
- Participate in morning celebration, worship, and late nite
- Participate in daily meetings with Program Director and Camp Pastor about worship services
- Assist Program Director with student involvement
- Assist with load-in and load-out with a concentration on band equipment and technical equipment
- Responsible for attending rehearsals and mastering your craft
- Responsible for upkeep/maintenance of instruments/equipment

- Be visible around campus at meals and Recreation/Missions
- 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.)
- 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