

### **All Staff Positions**

1. A Seventh-day Adventist Christian
  2. At least 18 years of age.
  3. Good health and plenty of energy.
  4. Ability to relate to children.
  5. Ability to fulfill responsibilities.
  6. Desire and ability to share the gospel.
  7. Ability to work with a group, and to take direction and advice.
  8. Ability to be flexible in job description and duties.
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1. Value and follow the philosophy, goals, and policies of the camp.
  2. Attend all staff meetings and worships.
  3. Develop skills and attitudes to do the best possible job.
  4. Assist other staff in all possible ways to develop a spirit of cooperation.
  5. Communicate ideas, questions and concerns with your peers and superiors.

### **Counselor**

1. At least 18 years of age.
  2. Ability to love and discipline.
  3. A sense of creativity and maturity.
  4. Some knowledge of child development.
  5. Stamina and patience.
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1. Encourage spiritual and social growth in each camper.
  2. Supervise assigned campers in all activities of the day, 6 days per week.
  3. Be responsible for health, hygiene, safety, and personal belongings of assigned campers.
  4. Assist campers with duties, skill learning, selection of cabin activities, and communication with others.
  5. Instruct or assist in activity classes.

### **Village Director (Boys / Girls Director)**

1. At least 21 years of age.
  2. Previous experience at Camp MiVoden.
  3. Knowledge of counseling techniques and responsibilities.
  4. Ability to guide, direct, and supervise campers and counselors.
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1. Assist with pre-camp orientation and training.
  2. Make cabin assignments for counselors and campers.
  3. Schedule counselor's day off and substitute.
  4. Require counselor's knowledge of campers whereabouts at all times.
  5. Offer suggestions to counselors and campers for special cabin activities or program features.
  6. Serve as advisor to director in all camp programs.
  7. Counsel with staff and campers on problem situations.

### **Program Director**

1. At least 20 years of age.
  2. Skilled in organization, creativity, and program production.
  3. Understand and affirm the camp's philosophy and objectives.
  4. Experienced staff person at Camp MiVoden.
  5. Skilled in people motivation, and interpersonal relationships.
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1. Coordinate and direct all evening programming, special meals, camp counsels, mail calls, Sabbath programming, general materials for camper worships, and other events assigned by the director.

### **Summer Camp Secretary**

1. Secretarial experience and skills including typing, word-processing, working with a cash box, etc.
  2. Skilled socially and relationally.
  3. Ability to give attention to details.
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1. Type and duplicate records, forms, and instructional materials for various camp departments.
  2. Answer phone and deliver messages.
  3. Obtain, sort, and see that mail is delivered.
  4. Schedule general staff dining room responsibilities.
  5. Track and collect guest charges, receive and process offerings, balance cash box weekly.
  6. Participate in the office camper registration process.
  7. Collect and process all lost-and-found items.

### **Store Manager**

1. Retail purchasing, marketing, and managerial experience and skills.
  2. Ability to relate to children.
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1. Price and display merchandise.
  2. Maintain a clean, well-stocked store.
  3. Sell merchandise.
  4. Maintain adequate record of camper and staff accounts.
  5. Balance store accounts weekly.
  6. Refund unspent money to campers.

### **Maintenance**

1. Prior maintenance experience and skills.
  2. Ability to work independently of others.
  3. Excellent driving record, (a bus license preferred).
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1. Operate vehicles in safe and responsible manner.
  2. Help maintain vehicles in clean, safe, operable condition.
  3. Help maintain shop and equipment in clean, safe, operable condition.
  4. Repair buildings and equipment as needed.
  5. Assist camp ranger.
  6. Assist program director.
  7. Remove and haul refuse.
  8. Keep Camp MiVoden looking clean and maintained.

### **Night Watch**

1. Ability to work alone and perform nightly duties.
  2. Ability to work all night.
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1. Do nightly rounds and fulfill duties as directed.
  2. Keep a nightly report of your duties to turn in to the camp director.

### **Water Skiing Director**

1. At Least 21 years of age.
  2. Activity management experience within a camp context.
  3. Skill in skiing and ability to teach these skills.
  4. Current WSI.
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1. Guide, direct, and supervise ski staff.
  2. Insure safe operation of all equipment and programs on the waterfront.
  3. Schedule time off for ski staff.
  4. Assist ski instructors in establishing classes geared to the ages, interests, and abilities of campers.
  5. Keep equipment in good, safe working condition.

### **Water Skiing Instructor**

1. Current Advanced Senior Lifesaving certificate.
  2. Experience and skill in water-skiing.
  3. Ability to operate ski equipment.
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1. Teach and supervise camper ski activity.
  2. Initiate and practice strict safety program.
  3. Assist with special waterfront activities.

### **Waterfront Director**

1. At least 21 years of age.
  2. Previous experience at Camp MiVoden.
  3. Previous experience in aquatic activities.
  4. Hold current WSI and Small Craft Instructor certifications.
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1. Guide, direct, and supervise waterfront personnel.
  2. Schedule time off for waterfront personnel.
  3. Insure safe operation of all equipment and programs on the waterfront.
  4. Supervise all emergency procedures and drills pertaining to waterfront.
  5. Supervise all special waterfront activities.
  6. Assist waterfront instructors in establishing classes geared to the ages, interests and abilities of the campers.
  7. Keep equipment and docks in good, safe, working condition.
  8. Communicate with Red Cross and gather all necessary data for them.

### **Sailing / Windsurfing Instructor**

1. Hold a small craft instructor's certificate or demonstrate experience in small crafts.
  2. Hold a current Advanced Senior Lifesaving certificate.
  3. Ability to patiently communicate and demonstrate skills.
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1. Teach classes geared to the ages, interests, and abilities of campers.
  2. Insure safe operation of all equipment and programs.
  3. Supervise emergency procedures and drills pertaining to aquatic activities.
  4. Keep equipment in good, safe working order.

### **Dishwasher**

1. Some supervisory ability.
  2. Minor ability with machines.
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1. Maintain clean, safe, well-functioning dish room.
  2. Keep trash cans in dish area and kitchen emptied.
  3. Give assistance in kitchen as directed by cook.

### **Kitchen Assistants**

1. Hard Worker
  2. Previous kitchen experience preferable.
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1. Fulfill assignments as given by cook.

### **Snorkeling Instructor**

1. Current WSI certification
  2. Current Snorkeling Instructor certification.
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1. Teach snorkeling classes.
  2. Maintain snorkeling equipment in working order.
  3. Assist with swimming lessons and pool supervision.

### **Purchaser**

1. CDL / Bus license preferred.
  2. Good driving record.
  3. Good time management and organization.
  4. Previous experience at Camp MiVoden.
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1. Purchase necessary materials.
  2. Operate vehicles in safe and responsible manner.
  3. Maintain vehicles in clean, safe, operable condition.

### **Craft Director**

1. Demonstrate experience and skill in many types of crafts.
  2. Ability to patiently communicate and demonstrate skills.
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1. Supervise and direct the craft program.
  2. Create projects geared to the age, interest, and ability of campers.
  3. Maintain equipment and supplies in clean, safe, working order.

### **Archery Director**

1. Experience and knowledge in archery skills and techniques.
  2. Ability to communicate skills.
  3. Strong commitment to archery safety.
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1. Develop curriculum and class format in harmony with National Archery Association.
  2. Maintain equipment.

### **Horsemanship Instructor**

1. Experience and skills in riding, care, and horsemanship instruction.
  2. Ability to communicate and demonstrate proper horsemanship skills.
  3. Strong commitment to camp safety standards.
  4. (Preferred), Certified by Camp Horsemanship Association.
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1. Teach class
  2. Supervise trail rides
  3. Maintain health and safety of horses.
  4. Feed and water horses.
  5. Maintain clean corral, barn and arena area.
  6. Maintain equipment in good condition.

### **Canoeing Instructor**

1. Current Senior Life Saving Certificate.
  2. Red Cross Basic Canoeing Card.
  3. Ability to patiently communicate and demonstrate skills.
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1. Teach classes, supervise and assist aquatic activities.
  2. Initiate strict safety program.
  3. Maintain equipment in clean, safe, workable condition.

### **Sport Climbing Instructor**

1. Skill in using Rock Climbing apparatus.
  2. Experience with ropes course activities, safety and maintenance.
  3. Ability to communicate skills.
  4. Knowledge of how to use the non-neutral environment for camper and staff development.
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1. Ready course for summer.
  2. Maintain course and equipment in absolute safe working order.
  3. Teach skills for use of the course.
  4. Systematically develop ways to promote personal and group growth.

### **Ropes Specialist**

1. Maintain certification facilitating challenge course activities.
  2. Skill in using Rock Climbing apparatus.
  3. Experience with ropes course activities, safety and maintenance.
  4. Ability to communicate skills.
  5. Knowledge of how to use the non-neutral environment for camper and staff development.
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1. Ready course for summer.
  2. Maintain course and equipment in absolute safe working order.
  3. Teach skills for use of the course.
  4. Systematically develop ways to promote personal and group growth.

### **Challenge Course Director**

1. Maintain certification facilitating challenge course activities.
  2. Skill in using Rock Climbing apparatus.
  3. Experience with ropes course activities, safety and maintenance.
  4. Ability to communicate skills.
  5. Knowledge of how to use the non-neutral environment for camper and staff development.
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1. Ready course for summer.
  2. Maintain course and equipment in absolute safe working order.
  3. Teach skills for use of the course.
  4. Systematically develop ways to promote personal and group growth.

### **Challenge Course Assistant**

1. Maintain certification facilitating challenge course activities.
  2. Skill in using Rock Climbing apparatus.
  3. Experience with ropes course activities, safety and maintenance.
  4. Ability to communicate skills.
  5. Knowledge of how to use the non-neutral environment for camper and staff development.
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1. Ready course for summer.
  2. Maintain course and equipment in absolute safe working order.
  3. Teach skills for use of the course.
  4. Systematically develop ways to promote personal and group growth.

### **Pool Director**

1. Current WSI certification.
  2. Previous experience cleaning and maintaining pool chemicals.
  3. Previous experience as Camp MiVoden staff.
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1. Teach classes.
  2. Initiate and practice strict safety program.
  3. Supervise free swims.
  4. Assist with special waterfront activities.
  5. Schedule other swimming instructor duties.

### **Swimming Instructor**

1. Current WSI and Advanced Senior Lifesaving certificates.
1. Teach classes.
2. Initiate and practice strict safety program.
3. Supervise free swims.
4. Assist with special waterfront activities.

### **Recreation Director**

1. Experience or training in recreation, sports and gymnastics.
2. Skill to plan and execute group games.
3. Ability to communicate skills to campers.
4. Patience for individualized attention.
1. Conduct classes in gymnastics.
2. Care properly for equipment.
3. Fill in for other recreation instructors time/day off.

### **Model Rocketry Director**

1. Skill in the building, and firing of model rockets.
2. Ability to teach skills to campers.
1. Develop and teach class curriculum.
2. Maintain standard safety guidelines.
3. Maintain equipment and projects in working condition.

### **Outpost Director**

1. Have knowledge and skill in outpost areas.
2. Ability to teach these skills to campers and staff.
3. Ability to organize and manage a group of 30 campers and staff for an overnight trip.
4. Be at least 21 years old.
1. Plan and organize an overnight trip, e.g. food, shelter, lesson plans, recreation, worship, itinerary, safety and emergency guidelines.
2. Direct outpost in specific activity area.
3. Coordinate staff to accomplish objectives of the outpost.
4. Maintain accountability for strict safety practices.

### **Outpost Mt. "X" Director**

1. Have knowledge and skill in the outpost areas.
2. Ability to teach these skills to campers and staff.
3. Ability to organize and manage a group of 30 campers and staff for an overnight trip.
4. Be at least 21 years old.
5. Under direct supervision of the Outpost Director.
1. Plan and organize an overnight trip, e.g. food, shelter, lesson plans, recreation, worship, itinerary, safety and emergency guidelines.
2. Direct outpost in specific activity area.
3. Coordinate staff to accomplish objectives of the outpost.
4. Maintain accountability for strict safety practices.

### **Gymnastics Director**

1. Experience or training in gymnastics.
2. Skill to plan and execute group games.
3. Ability to communicate skills to campers.
4. Patience for individualized attention.
1. Conduct classes in gymnastics.
2. Care properly for equipment.

### **Housekeeping Assistant**

1. Ability to work independently of others.
2. Ability to work with a helpful, responsive and cheerful attitude.
1. Responsible for cleaning camp buildings.
2. Responsible for staff laundry, camp linens, and various camper laundry.
3. Assist the Program director.

### **Photography Instructor**

1. Thorough working knowledge of cameras, film, and processing.
2. Ability to demonstrate and communicate subject and skill.
3. Ability to process color slides.
1. Create curriculum and teach classes.
2. Develop pictures.
3. Photograph camp activities for future camp promotion.
4. Display campers' pictures.
5. Be responsible for storage and maintenance of camp's audiovisual equipment.

### **Mt. Biking Instructor**

1. Thorough working knowledge of bikes and components.
2. Ability to demonstrate and communicate subject and skill.
3. Ability to maintain equipment in good working order.
1. Create curriculum and teach classes.
2. Supervise trail rides maintaining an ultra high level of safety.

### **Receptionist**

1. Secretarial experience and skills including typing, word-processing, working with a cash box, etc.
2. Skilled socially and relationally.
3. Ability to give attention to details.
1. Type and duplicate records, forms, and instructional materials for various camp departments.
2. Answer phone and deliver messages.
3. Obtain, sort, and see that mail is delivered.
4. Schedule general staff dining room responsibilities.
5. Track and collect guest charges, receive and process offerings, balance cash box weekly.
6. Participate in the office camper registration process.
7. Collect and process all lost-and-found items.

### **Grounds**

1. Prior grounds experience and skills.
2. Ability to work independently of others.
1. Operate vehicles and equipment in a safe and responsible manner.
2. Maintain equipment in clean, safe, operable condition.
3. Maintain grounds shed in clean, safe, operable condition.
4. Assist camp ranger.
5. Assist program director.

### **Nurse**

1. Licensed in the state of Idaho as a registered nurse (or other appropriate training as approved by the camp physician)
2. Experience with children and young adults desirable.
3. Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan.
4. Current CPR and first aid certification.
1. Responsible for the operation of the camp clinic.
2. Health practices and sanitation in the camp.
3. Be available for cabin and rest room inspection daily.

### **Craft Instructor**

1. Training and/or experience in various craft area
2. Ability to teach crafts to campers of all ages.
3. Ability to accept guidance and supervision.
4. Enthusiasm, sense of humor, patience, and self-control
1. Set up crafts area during staff training.
2. Assist in conducting initial and end-of-season inventory, storage, and keeping equipment in good condition.
3. Conduct daily check of equipment and area for safety, cleanliness, and good repair.

### **Nature Director**

### **Specialist, Media**

### **Specialist, Activities**

### **Assistant Program Director**