



## **Horton Center Staff**

### **Job Description**

### **Program Staff Member**

*Supervisors: Assistant/Summer Director, Executive Director*

#### **General Duties:**

- Represent Horton Center in a professional manner consistent with its mission statement
- Abide by the guidelines set up in the Horton Center Staff Manual and staff covenant
- Help to build camp morale and encourage the growth of other staff members
- Participate in staff activities and meetings
- Assist campers, deans and volunteer counselors with any and all needs
- Clean the camp, including bathrooms, cabins, washing dishes & pots

#### **Program Duties**

- Work with volunteer counselors on planning and implementing program for Faith Discovery Groups, including challenges.
- Help with site & trail maintenance
- Assist in the kitchen, preparing food and cleaning kitchen according to state and ACA regulations
- Develop and lead program, including group singing, games, and other programming
- Assist in worship leadership
- Work in the craft cabin to implement program, clean and straighten craft cabin when finished
- Work at the waterfront: if certified, as a lifeguard. If not certified, as a waterfront observer
- Lead hikes safely (WFA certification required for hike leaders), including the preparation for the hike and the clean up and/or debrief after. Follow proper risk management protocols while on the hike.
- Lead other activities safely, as certified and permissible (rock climbing, caving, archery, etc).
- Follow all ACA policies and procedures
- Help in the camp store as scheduled
- Assist other staff members with their duties when needed
- Work as a cabin counselor as needed
- Other duties as assigned

***The Mission of Horton Center in the New Hampshire Conference of the United Church of Christ is to welcome all God's people and provide life changing outdoor encounters with God and Christian community to grow passionate "Servant Leaders" who are stewards of all God's creation.***