



# CABIN LEADER POSITION DESCRIPTION

**Title:** Cabin Leader  
**Reports To:** Program Manager/Program Director  
**Status:** Summer 2024, Seasonal

## Goals

The Cabin Leader will further the mission of CranHill by relating positively to campers and looking after their day-time and night-time needs; seeking opportunities for significant spiritual impact and growth for campers; accompanying and encouraging campers through their schedule of activities; partnering with property staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to take the lead on any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

## Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers, and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve CranHill in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure the camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Family camp events, etc.)
- Nurture your own spiritual nourishment through prayer and time in the Word.
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify CranHill rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times.
- Participate in the camp set up and shut down for each session and the summer season.
- Maintain camper and colleague confidentiality at all times.
- Exemplify CranHill rules and reinforce them with campers.
- Abide by and comply with all policies and procedures as listed in the staff covenant, manual, and staff orientation.

## Job Responsibilities – Specific

- Ensure all cabin activities support the mission, vision, and values of CranHill.
- Ensure that the cabin is a physically, emotionally, and spiritually safe environment at all times.
- Know where the campers in your cabin are at all times and report missing campers immediately.
- Assist campers with personal care as needed, including but not limited to assisting campers with toileting and showering assistance, changing bedding, and washing camper clothes

- Coordinate all cabin needs and activities, rest hour duties, and planning for all cabin activities, including cabin clean-up
- Integrate property staff and volunteers in the cabin environment; provide volunteers with training as needed
- Ensure campers develop a positive daily routine, including morning and bedtime routines and meal and activity timeliness
- Actively assist property, program staff, and volunteers during activity blocks, and ensure that campers follow the instructions and safety procedures at all times.
- Actively facilitate friendships between campers, and handle group issues in a fair and age appropriate manner.
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately.
- Ensure all cabin/camper paperwork is completed on time and professionally
- Be familiar with all information available on the cabin and activity groups including medical and behavior alert lists, and any other information given by the support team, and communicate with Program Leaders about campers before they arrive at activity areas so they can set the group up for maximum success
- Learn the names of your campers as soon as possible.
- Attempt to build your cabin group into a cohesive unit in which meaningful experiences can be shared daily.
- Be ready to deal with the personal and/or spiritual problems that will arise in your group.
- Be prepared to have a personal conversation with each of your campers regarding their spiritual life and their relationship with Jesus Christ. There will be opportunity for 1 on 1 conversations.
- Be prepared to teach the prescribed Bible studies.
- Assist in the leadership and/or facilitation of activities, meals, store, and more according to the level of training received.
- Participate in routine housekeeping needs before, during, and after programs.
- Be prepared to participate in skits, songs, and additional programmed activities such as large group games
- Other duties as assigned

### Qualifications

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the CranHill mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 18 years old
- **Must be available between June 2 and August 19, 2024**
- Have good communication skills
- A desire to work with children, and people in general

### Special Conditions

This is a residential position. Accommodations will be provided for the duration of the contract and most meals will be provided while camp is in session.

### Essential Functions

CranHill summer staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include calling for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.

- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.cranhillranch.com/apply](http://www.cranhillranch.com/apply).