



## ACTS SUPERVISOR POSITION DESCRIPTION

**Title:** ACTS Supervisor  
**Reports To:** Operations Director  
**Status:** Summer 2024, Seasonal

### Goals

The ACTS Supervisors will further the mission of CranHill by assisting in leadership and supervision of all ACTS Volunteers; seeking opportunities for significant spiritual impact and growth for volunteers, staff, campers, and guests; to encourage volunteers through their schedule of serving and programs; to welcome volunteers each week and empower them as members of the camp team.

### 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 in staff orientation

### Job Responsibilities – Specific

- Provide leadership, training, and discipleship to all ACTS volunteers (A Call To Serve – 3-week volunteer sessions for youth ages 15-17).
- Provide supervision of ACTS volunteers according to the expectations for all summer staff and volunteers (work expectations, curfews, behavior, dress codes, etc.).
- Manage the assigning and scheduling of ACTS volunteers each week and each day.

- Work with the various department directors and managers regarding volunteer needs and seek to meet those needs with assistance from ACTS volunteers.
- Teach and train ACTS volunteers in areas of service, ministry values, biblical knowledge, spiritual disciplines, and other relevant topics.
- Facilitate Bible Studies and faith-formation discussions.
- Coordinate and facilitate fun activities for ACTS volunteers during time off.
- Lead and/or participate in evening activities and programs for Youth Camp, Family Camp, and Retreat Guests.
- Participate in evening programs and worship services for Youth Camp, assisting in a variety of capacities, including game leaders, musical worship, skits, sound/tech, camper supervision, and others.
- 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 at least from June 2 to August 19, 2024**
- Previous experience with leadership and discipleship is preferred.
- Have good communication skills
- A desire to train and mentor youth

### **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. Accommodations will be in the same housing area as ACTS volunteers.

### **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, target and sports equipment, craft supplies, and adventure equipment) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Be able and comfortable to climb ladders up to 40' in the air, stand and walk on elevated cables and platforms while wearing proper safety equipment, and be able to assist others as they participate in the same activities.
- Possess the strength and stamina to perform necessary duties for the duration of the season given one hour off per day and twenty-four hours off per week of work. 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).