



WELCOME TO CAMP CROSS!

Camp Cross is a ministry of the Episcopal Diocese of Spokane that relies on the same hospitality towards guests. All staff at Camp Cross, including all directors, are expected to serve the needs of camp and its campers in order to create an all around great experience.

We have been located on Loff's Bay on Lake Coeur d'Alene on over 100 acres of land on McDonald's Point for nearly 90 years. Camp Cross serves hundreds of campers and guests each summer to provide a safe, fun and spiritual experience for everyone involved. Our mission is to give our guests a place to develop themselves through building relationships, learning a life of prayer, becoming leaders in Church and community and creating a life of service. We are looking for people who can emulate the mission of Camp Cross and provide an experience that our guests will appreciate and carry with them after they leave camp.

Staff at Camp Cross are responsible for the overall care and well being of Camp Cross facilities and its campers. Staff are expected to provide a safe and spiritual environment promoting the core values of Camp Cross and the Episcopal Church ministries. Staff will treat all guests, volunteers and each other with the utmost respect for their persons and property. Staff will carry out Camp Cross' mission to build a strong community founded on faith and personal growth through their conduct and representation of the camp.

Staff will adhere to the expectations of Camp Cross as outlined in the staff manual including, but not limited to, maintaining a healthy personal state, being present and ready to participate at all assigned Camp Cross activities and properly role

modeling the same rules and standards that are expected of campers and guests.

Camp Cross staff are expected to model behavior through their own spiritual awareness, punctuality and dedication to the overall experience.

The personal wellness of the Camp Cross staff is important. Every opportunity to ensure will be provided so that all staff may be present and ready to serve the needs of others. However, staff are also responsible for their own well being through proper time management and interpersonal communication. Serving at Camp Cross can be physically and emotionally challenging. Staff must prepare to be moving constantly for long hours in close proximity with each other for 10 weeks. All staff should strive to be open and honest with each other in order to solve interpersonal issues or disagreements.



Staff at Camp Cross will receive free room in one of our lakeside rustic cabins. Meals are provided while on sight for the duration of each staff's contract. There will be a minimum of 24 hours off during each seven day period (this may not be 24 consecutive hours). Time off should be utilized to rest and recharge. Staff will be expected to return to Camp Cross at the designated time ready to work.

Salaries will be determined based on experience and qualifications.

Want to apply? Send inquires to 509-624-3191 or CampCross@spokanediocese.org.

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2012 SEASONAL STAFF POSITIONS

PROGRAM DIRECTOR

The Program Director serves as the manager of the day to day program needs at Camp Cross. This person must serve with an open mind. They will work with staff and volunteers to encourage their own spiritual and leadership development; they will help the staff and volunteers to create programs and activities that are in line with the mission of Camp Cross while holding the staff and guests to the expectations of their position at Camp Cross.

Job specific items:

- Direct supervision of Program Staff, Waterfront Director and volunteers at Camp Cross
- Assist the Camp Director with staff leadership development during staff training and throughout the season
- Uphold the Camp Cross program standards to keep in line with safety, thematic relativity and effectiveness in upholding our mission
- Prepare staff schedules including bus, first and last day assignments, boat schedules and time off
- Keep an organized file system that includes all paperwork and any other pertinent information obtained during the summer (i.e. camper notes, staff evaluations, vendor logs)
- Facilitate staff and counselor meetings
- Schedule vendor visits as needed in coordination with Camp Director
- Be present
- Conduct weekly one-on-ones with staff members

Other aspects:

- Must hold or obtain valid certifications for boat safety, First Aid/ CPR, Food Safety and 15-passenger vehicle operation
- Serve as a mentor to staff and volunteers
- Encourage imaginative thought and ideas to help others grow in their own development
- Other tasks as assigned by the Camp Director
- Must be a minimum of 24 years of age and have experience working with outdoor recreation programs

Benefits:

- Have your own cabin on Lake Coeur d'Alene
- Three meals provided each day while serving during Camp Cross sessions
- Workman's Compensation for injuries sustained while directly involved in Camp Cross related activities
- Provide memorable life experiences for hundreds of campers
- Cool Camp Cross swag
- Base salary for his position is \$4000 for 12 weeks beginning June 1
- Receive a minimum of 24 hours of time off during each 7-day period

KITCHEN DIRECTOR

The Kitchen Director manages all aspects of the kitchen at Camp Cross and is responsible for providing 3 meals and 2 snacks per camp day while guests are present that satisfies proper nutritional elements. Camp Cross serves groups of up to 110 people.

Job specific tasks:

- Conduct an orientation for all kitchen volunteers before the start of each session
- Prepare comprehensive menus for each session that outlines each meal, what groceries are needed and ensures proper nutrition
- Maintain a clean and organized kitchen that keeps in line with Idaho food standards
- Ensure that all equipment is in proper working order
- Oversee the food budget to keep in line with the designated funds
- Manage the kitchen schedule for volunteers and staff to give appropriate time off
- Serve all meals and snacks at the designated times
- Maintain proper temperature logs on the refrigerator and freezer

Other aspects:

- Answer phones and take messages when needed
- Must have or obtain current Food Safety permit, boat safety permit and be approved to drive a 15-passenger van
- Maintain a standard of use for the kitchen for staff and volunteers
- Other tasks as assigned
- Must be a minimum of 24 years of age and have experience working in a food service related industry with high customer volume

Benefits:

- Have your own cabin on Lake Coeur d'Alene
- Three meals provided each day while serving during Camp Cross sessions
- Workman's Compensation for injuries sustained while directly involved in Camp Cross related activities
- Provide memorable life experiences for hundreds of campers
- Cool Camp Cross swag
- Base salary for his position is \$3500 for 12 weeks beginning June 1
- Receive a minimum of 24 hours of time off during each 7-day period

KITCHEN ASSISTANT

The Kitchen Assistant works alongside the Kitchen Director to provide 3 meals and 2 snacks per camp day while guests are present.

Specific job tasks:

- Place food orders based on the prepared menu for each session
- Carry out food order pick ups twice a week
- Oversee KP/ Dining Hall set up and clean up before and after each meal
- Work with the Kitchen Director to supervise kitchen volunteers and activities
- Keep an inventory of food and cooking supplies and inform Kitchen Director when more need ordering
- Maintain a clean and organized kitchen that keeps in line with Idaho food standards
- Serve all meals and snacks at the designated times

Other aspects:

- Answer phones and take messages when needed
- Must have or obtain current Food Safety permit, boat safety permit and be approved to drive a 15-passenger van
- Maintain a standard of use for the kitchen for staff and volunteers
- Other tasks as assigned
- Must be a minimum of 21 years of age and have experience working in a food service related industry

Benefits:

- Have your own cabin on Lake Coeur d'Alene
- Three meals provided each day while serving during Camp Cross sessions
- Workman's Compensation for injuries sustained while directly involved in Camp Cross related activities
- Provide memorable life experiences for hundreds of campers
- Cool Camp Cross swag
- Base salary for his position is \$1800 for 10 weeks beginning June 12
- Receive a minimum of 24 hours of time off during each 7-day period

FACILITY ASSISTANT

The Facility Assistant will be responsible for the day to day upkeep and maintenance of Camp Cross. The onsite facilities assistant will keep a daily schedule that ensures consistent general sight maintenance. Common tasks include: mowing lawns, keeping trails trimmed, refilling propane and gas, trash removal and repairs to buildings as needed.

Specific job tasks:

- Keep the lawns trimmed weekly
- Maintain clear and wide trails as needed
- Check all garbage cans daily and remove to trash storage
- Empty trash storage at minimum once per week
- Refill propane canisters as needed
- Water the grounds daily
- Keep a maintenance log book of all needed facility repairs to structures and dates completed
- Work with Facility Director to accomplish large facility improvement projects
- Standard maintenance on Camp Cross vehicles as needed
- Refill gas canisters as needed
- Ensure applicable cabins have fresh, clean bedsheets, blankets and bathroom supplies before each new guest arrives
- Check that toilet paper, paper towels and soap dispensers are adequately stocked daily

Other aspects:

- Maintain a clean and organized shop and work area
- Must hold or obtain boat safety certification and 15-passenger van driver approval
- Work with Facility Director to create maps of water, electrical, septic and trail maps
- Other tasks as assigned
- Must be a minimum of 21 years of age and have some experience with maintenance work

Benefits:

- Have your own cabin on Lake Coeur d'Alene
- Three meals provided each day while serving during Camp Cross sessions
- Workman's Compensation for injuries sustained while directly involved in Camp Cross related activities
- Provide memorable life experiences for hundreds of campers
- Cool Camp Cross swag
- Base salary for his position is \$2000 for 10 weeks beginning June 12
- Receive a minimum of 24 hours of time off during each 7-day period

WATERFRONT DIRECTOR

The Waterfront Director is responsible for oversight of all waterfront related activities, including waterfront time and other programs involving the use of waterfront or water related vehicles. This person will serve as a member of the Program Staff outside of designated Waterfront times.

Specific job tasks:

- Conduct and document swim and canoe tests
- Create a lifeguard and Waterfront supervision schedule
- Lifeguard in-training twice during the summer
- Keep an inventory of all Waterfront devices and ensure all medical and PFD equipment meet safety standard
- General maintenance of all boats (canoes, kayaks, Pontoon, etc...) to include keeping gas tanks full, clean interiors and exteriors, and working lights
- Ensure all boats meet safety standards and carry proper documentations
- Oversee all Waterfront related program

Other aspects:

- Must be Lifeguard and First Aid/ CPR certified
- Must carry or obtain boat safety certification and be approved to drive a 15-passenger van
- Other tasks as assigned
- Must be a minimum of 21 years of age and have 3 years minimum lifeguarding experience, with water safety instructor certification preferred

Benefits:

- Have your own cabin on Lake Coeur d'Alene
- Three meals provided each day while serving during Camp Cross sessions
- Workman's Compensation for injuries sustained while directly involved in Camp Cross related activities
- Provide memorable life experiences for hundreds of campers
- Cool Camp Cross swag
- Base salary for his position is \$2200 for 10 weeks beginning June 12
- Receive a minimum of 24 hours of time off during each 7-day period

PROGRAM STAFF

Camp Cross Program Staff are the foundation of the summer experience. The attitude of the staff sets the tone for all aspects of the program and experience at Camp Cross

We look to hire engaging, responsible young adults grounded in their faith and ready to share in the growth of all guests at Camp Cross. Our staff are open minded and carry a service mentality in order to provide the best possible experience.

Job specific items:

- Work with a team to plan, design and implement program specific activities for guests
- Care for Camp Cross and its facilities as needed, including general cleanup supervision, maintain clean working areas and care for the camp property
- Oversight of specific day to day task leadership roles
- Uphold the expectations of the Camp Cross rules and regulations through proper role modeling behavior and enforcement
- Serve with formation leaders to lead camp sessions by keeping activities on schedule and ensuring activities are properly assigned and set up
- Be present, on time and ready to participate in all camp activities

Other aspects:

- Serve as a mentor to campers of all ages
- Keep an open mind and support others through encouragement of ideas and a willingness to try new things
- Be a part of campers' own spiritual growth and awareness
- Must be a minimum of 2 years removed from High School and 21 years of age
- Other tasks as assigned

Benefits:

- Have your own cabin on the shoreline of Lake Coeur d'Alene
- Three meals provided each day while serving during Camp Cross sessions
- Workman's Compensation for injuries sustained while directly involved in Camp Cross related activities
- Provide memorable life experiences for hundreds of campers
- Cool Camp Cross swag
- Base salary for his position is \$1500 for 10 weeks beginning June 12
- Receive a minimum of 24 hours of time off during each 7-day period