



## Camper Resources Team Job Description

*There are 3 areas that make up this department: Camp Mom, Event Coordinator, Mail Delivery and Organization. Each person hired will be responsible for one area while serving in the other two. Three separate jobs make up this one department*

### JOB DESCRIPTION

#### Basic:

- Will be on full time staff
- Will be parent/camper liaison
- Will take care of homesick campers
- Will make 1st time camper phone calls to parents/guardians on Wednesdays letting them know how their campers is doing, what their favorite activity is and how their camper is enjoying their cabin
- Will handle early departures
- Will make frequent Wal-Mart runs
- Will handle airport pick ups
- Will be a part of camper check in on Mondays and parent check in on Saturdays
- Will assemble camper birthday bags
- Will wash camper clothes if necessary
- Will handle items that camper forgot
- Will be a part of JC Check In

#### Mail:

- Will run Brookhill Post Office
- Will pick up mail, sort mail and deliver mail to staff, Brookhill Post Office and/or bunkhouse
- Will receive care package orders via email
- Will fill orders and deliver care packages on requested day
- Will do daily inventory and product ordering
- Will set up birthday parties for campers if parent orders a party
- Will return left medicines

#### Event Coordinator:

- Handle details of the nightly events
  - Team points
  - Evening Activities
    - Worms for fishing derby
    - Fun Swim Roll Call
    - Clearing the Fun Swim roll call
    - Get Evening Activity signs from storage room for staff
  - Spy Games Folders
  - Brookhill Board Race
  - Carnival Night Boxes
  - 2nd-4th After Party on Friday night
- Would manage details of the Olympics for the 2 week session
- Would coordinate the Christmas Parade
- Reset Saturday Cabin clean up checklist
- Will be responsible for JC Red T Shirt check in/out on Wednesdays and Saturdays



## Camper Resources Team Job Description

Camper Mom:

- Will handle incoming camper messages from parents
- Parent giving surgery updates
- Parent telling campers about changed pickup times
- Will make inventory trips to Hot Springs
- Will check on first time campers and make phone calls to parents

### ELIGIBILITY:

- Must have basic computer skills
- Must have organizational skills (Experience in required)
- Must have exceptional customer service (Experience appreciated)
- Must have completed freshman year of college or be 19 years of age or older
- Must have a valid driver's license and vehicle
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must complete a health evaluation

### EXPECTATIONS:

- Must be teachable
- Must have patience
- Must work well with others
- Must agree to a background check
- Must have exceptional people skills
- Must be able to submit to and work for authority
- Must be able to complete office work and tasks in the allotted time
- Must love, train and disciple JC's
- Must understand and support the values and mission of Brookhill Ranch