



Lakeside Christian Camp & Conference Center

195 Cloverdale St ▪ Pittsfield MA 01201

413.447.8930 ▪ Fax 413.447.8934

www.lakesideonline.org ▪ email: lakeside@lakesideonline.org

Position Description

Summer Assistant

Qualifications

- Be at least 21 years of age
- Experience in youth programming and camping ministry
- Supervisory, leadership, and administrative experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

The Program Assistant will work directly with the Director of Programming in coordinating and leading activities, supervising staff, night supervision, and carrying out the everyday functions of camp. Also a member of the Spiritual Life Team.

Specific Responsibilities

- Assist the Director of Programming with planning and leading staff training activities.
- Implement daily camp program as designed by the Director of Programming.
- Lead and plan all tournaments, all camp activities, team challenges, and other programs as needed.
- Organize and oversee skills classes and supervise Area Coordinators.
- Supervise staff during night hours and enforce curfew.
- Carry out camp functions when Director of Programming is off duty.
- Organize and oversee Max Camper Weekends.
- Host meals and make necessary announcements.
- Complete administrative responsibilities such as cabin assignments, skills class sign up, camp cleaning.
- Work with the Crew Camp Coordinator and Day Camp Coordinator to combine programs into the functions of youth or family camp.
- Observe and evaluate staff with the Director of Programming.
- Maintain a positive Christian attitude and example.
- Serve on the Spiritual Life Team in a secondary capacity.
- Perform other duties as assigned by the Director of Programming.

As a member of the Spiritual Life Team:

- Lead devotions and staff meetings once a week.
- Serve as a resource for summer staff and be available to provide caregiving as needed.
- Teach in chapel several times throughout the summer.
- Help coordinate spiritual growth opportunities for staff.



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Position Description Spiritual Life Team

Qualifications

- Be at least 20 years of age
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ
- Lakeside leadership and supervisory experience

General Responsibilities

The Spiritual Life Team will work with the Director of Programming in coordinating care giving, spiritual growth opportunities, relationships, and community living for summer staff. They will also serve as an Area Coordinator or crew member.

Specific Responsibilities

- Lead devotions and staff meetings once a week at FOBFOB.
- Serve as a resource for summer staff.
- Provide caregiving daily for summer staff.
- Teach in chapel several times throughout the summer.
- Coordinate spiritual growth opportunities for staff, including accountability partners, worship, and community service activities.
- Coordinate staff bonding and encouragement events throughout the summer.
- Assist the Director of Programming with specific staff training activities.
- Assist the Director of Programming with school year caregiving such as a staff reunion, care packages, birthdays, and personal visits.
- Serve as an Area Coordinator or crew member.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Day Camp Coordinator

Qualifications

- Be at least 21 years of age
- Experience in youth programming and camping ministry
- Supervisory, leadership, and administrative experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Coordinates Day Camp program, assists with marketing, leads camper activities, delegates and supervises Day Camp Leader staff, build relationships with camper parents, and organizes special events for Day Camp families.

Specific Responsibilities

- Assist the Director of Programming with planning and creation of Day Camp program.
- Provide marketing when possible, such as Community Day, 4th of July parade, and church visits.
- Lead and supervise camper activities.
- Order and maintain supplies for Day Camp.
- Delegate responsibilities and supervise Day Camp Leaders.
- Run weekly Day Camp staff meetings.
- Build relationships with camper parents.
- Oversee Day Camp registration, drop off, and pick up procedures.
- Organize special events for Day Camp families, including end of summer picnic.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Crew Camp Coordinator

Qualifications

- Be at least 20 years of age
- Experience in youth programming and camping ministry
- Supervisory, leadership, and administrative experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Organize both Serve Crew and Leadership Crew Camps as well as supervise Crew Leaders. Facilitate workshops, organize trips, and cover day off shifts.

Specific Responsibilities

- Assist the Director of Programming with planning and creation of Crew Camp program.
- Lead and supervise camper activities.
- Delegate responsibilities and supervise Crew Camp Leaders.
- Run weekly Crew Camp staff meetings.
- Work with campers on their community projects and “touch home” project.
- Organize and facilitate Crew Camp workshops.
- Organize community service trips and projects.
- Cover day off shifts for Crew Camp Leaders.
- Build relationships with Crew Campers, mentoring and developing their spiritual life.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Cabin Leader

Qualifications

- Be at least 18 years of age or graduated from high school
- Experience working with children
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Guide campers through all aspects of weekly program, including building relationships, devotions, and complete supervision. Cabin Leaders will also work an area crew: Arts & Crafts, Waterfront, Outdoor Skills, Performing Arts, or Recreation.

Specific Responsibilities

- Encourage campers to cheerfully participate in all aspects of the program, leading by example.
- Consult the Director of Programming or Summer Assistant with cabin or program issues.
- Prepare and lead cabin devotions each morning and evening.
- Prepare and lead cabin activities each day.
- Work and coordinate with co-cabin leader as needed.
- Spend time with campers whenever possible, refraining from staff-only interactions.
- Guide campers in a relationship with Jesus Christ
- Spend time with campers individually, seeking to deepen or build their relationship with Christ.
- Supervise campers and provide for their physical safety.
- Mentor and teach Leadership Crew Campers in cabin leading and area work.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Assistant Cabin Leader

Qualifications

- Be at least 17 years of age or entering junior/senior year of high school.
- Experience working with children
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Assist in guiding campers through all aspects of weekly program, including building relationships, devotions, and complete supervision as a team with a Cabin Leader. Will also work an area crew: Arts & Crafts, Waterfront, Outdoor Skills, Performing Arts, or Recreation.

Specific Responsibilities

- Encourage campers to cheerfully participate in all aspects of the program, leading by example.
- Consult the Director of Programming or Summer Assistant with cabin or program issues.
- Prepare and lead cabin devotions each morning and evening.
- Prepare and lead cabin activities each day.
- Work and coordinate with co-cabin leader as needed.
- Spend time with campers whenever possible, refraining from staff-only interactions.
- Spend time with campers individually, seeking to deepen or build their relationship with Christ.
- Supervise campers and provide for their physical safety.
- Guide campers in a relationship with Jesus Christ
- Mentor and teach Leadership Crew Campers in cabin leading and area work.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description

Day Camp Leader

Qualifications

- Be at least 17 years of age or entering junior/senior year of high school.
- Experience working with children
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Guide and supervise elementary age campers through all aspects of weekly program and lead all activities as a team with Day Camp Coordinator.

Specific Responsibilities

- Assist the Day Camp Coordinator with planning of Day Camp program.
- Lead and supervise camper activities.
- Build relationships with camper parents.
- Encourage campers to cheerfully participate in all aspects of the program, leading by example.
- Prepare and lead daily devotions.
- Spend time with campers individually, seeking to deepen or build their relationship with Christ.
- Supervise campers and provide for their physical safety.
- Guide campers in a relationship with Jesus Christ
- Mentor and teach Leadership Crew Campers in cabin leading and area work.
- Maintain a positive Christian attitude and example.
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Position Description Serve Crew Leader

Qualifications

- Be at least 18 years of age or graduated from high school
- Experience working with and supervising teens
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Supervise Serve Crew program and projects for high school students with a mission focus. Work with the Crew Coordinator in counseling roles, weekend schedules, and off site trips. Will also work in an area.

Specific Responsibilities

- Assist the Crew Camp Coordinator with planning and creation of Crew Camp program.
- Lead and supervise camper activities.
- Lead and supervise cabin devotions and activity each day.
- Work with campers on their community projects and “touch home” project.
- Lead Serve Camp workshops as needed.
- Participate in community service trips and projects as needed.
- Build relationships with Crew Campers, mentoring and developing their spiritual life.
- Also serve in an area: recreation, performing arts, outdoor skills, arts & crafts, or waterfront.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Leadership Crew Leader

Qualifications

- Be at least 18 years of age or graduated from high school
- Experience working with and supervising teens
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Supervise Leader Crew program for high school students with a leader-in-training focus. Work with the Crew Coordinator in counseling roles, weekend schedules, and off site trips. Will also work in an area.

Specific Responsibilities

- Assist the Crew Camp Coordinator with planning and creation of Crew Camp program.
- Lead and supervise camper activities.
- Lead and supervise cabin devotions and activity each day.
- Work with campers on their community projects and “touch home” project.
- Lead Crew Camp workshops as needed.
- Participate in community service trips and projects as needed.
- Build relationships with Crew Campers, mentoring and developing their spiritual life.
- Also serve in an area: recreation, performing arts, outdoor skills, arts & crafts, or waterfront.
- Maintain a positive Christian attitude and example.
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Position Description Boat Driver

Qualifications

- Be at least 18 years of age
- 3 years of boating experience and boater safety instruction
- Hold current lifeguard certification, First Aid, and CPR Pro
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Under the supervision of Waterfront Coordinator, operate Lakeside ski boat in a safe, professional manner for camper activities including skiing and tubing.

Specific Responsibilities

- Drive the boat for skills classes and designated free times.
- Properly cover and secure the boat when not in use.
- Monitor gas and refill as needed.
- Communicate boat needs to Waterfront Coordinator.
- Also serve as a lifeguard as needed.
- Also serve as a Cabin Leader.
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Position Description Waterfront Coordinator

Qualifications

- Be at least 21 years of age
- Experience supervising waterfront and staff
- American Red Cross WSI certified
- American Red Cross First Aid and CPR Pro certified
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Organize and supervise all waterfront activities, lifeguards, skills classes, and manage equipment.

Specific Responsibilities

- Conduct waterfront orientation for campers and staff weekly.
- Supervise lifeguard and boat driver performance.
- Instruct and drill waterfront staff in emergency procedures.
- Maintain waterfront area in a neat, attractive, and safe way, removing any safety hazards.
- Maintain, repair, and properly store waterfront equipment and supplies.
- Create waterfront skills class, free time, and staffing schedule.
- Build relationships with campers and staff.
- Mentor and teach Leadership Crew Campers in area work.
- Lead devotions and cabin activities as requested.
- Maintain a positive Christian attitude and example.
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Position Description Maintenance Crew

Qualifications

- Be at least 16 years of age
- Experience in grounds keeping, carpentry, or general maintenance
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Under the supervision of the Facilities Manager, perform building maintenance, conduct repair work, and assist with mowing and grounds care.

Specific Responsibilities

- Maintain a well-groomed landscape.
- Assist with minor building or repair projects.
- Ensure safe conditions and repair damage to facilities.
- Maintain a safe, clean, and organized maintenance shed.
- Abide by all Lakeside, ACA, CCCA, and state safety policies.
- Maintain a positive Christian attitude and example.
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Position Description Kitchen Crew

Qualifications

- Be at least 16 years of age
- Experience in cooking, prepping, and cleaning.
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Responsible for the set up and cleaning of the kitchen and dining hall, preparation and serving of meals, and inventory of all supplies and food.

Specific Responsibilities

- Report to the Food Service Director.
- Wash dishes, pots, and pans according to health procedures.
- Clean the kitchen and dining room.
- Set tables, serving lines, serve campers, and clear tables for each meal.
- Assist the Chef with food preparation.
- Maintain a clean and neat personal appearance at all times, following standard sanitary procedures.
- Be educated in safety, sanitary, and health expectations.
- Keep a current inventory of all supplies and products.
- Participate in KCrew devotions and special activities.
- Participate in camp life to the extent schedule allows, including chapel, staff meetings, and games.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Taste & See Manager

Qualifications

- Be at least 18 years of age
- Experience in retail and finances.
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Oversee the operation of the camp store including set up, sales, financial management, clean up, restocking, ordering, catalogs, and running the cash register when store is open.

Specific Responsibilities

- Report to the Director of Programming.
- Set up camp store and keep stocked with supplies.
- Do regular inventory and communicate with Director of Programming or Food Service Director on ordering needs.
- Run cash register, camper accounts, and be financially responsible for income.
- Keep store clean and up to health codes.
- Will also have a secondary role at camp to be determined. (such as tech coordinator, spiritual life team, housekeeping, etc...)
- Participate in camp life to the extent schedule allows, including chapel, staff meetings, and games.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description

Camp Nurse

Qualifications

- Be at least 18 years of age
- Experience with children
- RN certification
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Working under a licensed physician secured by the camp, Oversee the operation of the camp store including set up, sales, financial management, clean up, restocking, ordering, catalogs, and running the cash register when store is open.

Specific Responsibilities

- Administer and direct camp health care program.
- Organize and facilitate health checks in at registration time.
- Organize and maintain health records.
- Communicate camper health needs to staff as needed.
- Stock and maintain all first aid kits.
- Present safety and health rules to staff and during camper orientation.
- Control medications.
- Follow state and ACA regulations for health care.
- Keep Director of Programming advised of major or incipient health or behavior problems.
- Maintain health center.
- Maintain accurate and detailed medical records.
- Meet with consulting licensed physician as needed.
- Provide TLC and health services to campers and staff.
- Participate in camp life to the extent schedule allows, including chapel, staff meetings, and games.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Recreation Coordinator

Qualifications

- Be at least 18 years of age
- Experience in sports and coaching
- Knowledge of sport rules and techniques
- Some supervisory experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Organize recreation schedule and crew, coach and instruct skills classes, and manage supplies. Will also serve as a Cabin Leader.

Specific Responsibilities

- Schedule recreation crew for skills classes and free time.
- Plan and lead skills classes that give campers an opportunity to learn new skills and express talents.
- Follow skills class curriculum when needed.
- Keep the Rec fields, shed, and arcade area clean and organized.
- Manage and inventory equipment.
- Supervise recreation crew.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Performing Arts Coordinator

Qualifications

- Be at least 18 years of age
- Experience with drama and dance
- Some supervisory experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Organize performing arts schedule and crew, instruct skills class, and coordinate worship drama. Will also serve as a Cabin Leader.

Specific Responsibilities

- Schedule performing arts crew for skills classes.
- Plan and lead skills classes that give campers an opportunity to learn new skills and express talents.
- Follow skills class curriculum when needed.
- Keep the stage area clean and organized.
- Manage and inventory supplies.
- Supervise performing arts crew.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Technology Coordinator

Qualifications

- Be at least 18 years of age
- Experience with computers, websites, and sound boards.
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Work with the Worship Coordinator and Video/Photo Coordinator for worship technology, slide shows, websites, and other technology needs. Will also serve as a Cabin Leader.

Specific Responsibilities

- Work with the Worship Coordinator to create music slideshow for chapel and run sound board.
- Coordinate with Director of Programming for other worship needs.
- Communicate with Camp Pastor on technology needs.
- Create weekly slideshow in cooperation with Video/Photo Coordinator.
- Update camp website and Facebook with information and pictures in cooperation with Video/Photo Coordinator
- Create promotional dvd.
- Maintain technology box and equipment.
- Work with Performing Arts Coordinator for skills classes.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Outdoor Skills Coordinator

Qualifications

- Be at least 18 years of age
- Experience with camping, wilderness, and orienteering skills.
- Experience and certification in Low and High Ropes.
- Some supervisory experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Responsible for all high and low ropes activities, organize schedule and crew, and lead archery, fishing, hiking, and wilderness skills classes. Will also serve as a Cabin Leader.

Specific Responsibilities

- Schedule outdoor skills crew for skills classes and free time.
- Plan and lead skills classes that give campers an opportunity to learn new skills and express talents.
- Follow skills class curriculum when needed.
- Keep the outdoor skills area clean and organized.
- Manage and inventory equipment, as well as trails.
- Supervise outdoor skills crew.
- Follow all state and ACA safety regulations for archery and ropes.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Arts & Crafts Coordinator

Qualifications

- Be at least 18 years of age
- Experience with a wide variety of art/crafts
- Some supervisory experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Will plan, prepare, instruct, and supervise arts & crafts projects, organize and supervise crew, and manage supplies. Will also serve as a Cabin Leader.

Specific Responsibilities

- Schedule arts & crafts crew for skills classes and free time.
- Plan and lead skills classes that give campers an opportunity to learn new skills and express talents.
- Follow skills class curriculum when needed.
- Keep the craft shack clean and organized.
- Manage and inventory equipment, communicating with Director of Programming on supply reorders.
- Supervise arts & crafts crew.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Worship & Chapel Coordinator

Qualifications

- Be at least 18 years of age
- Experience with worship music
- Some supervisory experience recommended
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Organize, schedule, and lead band, work with Director of Programming on chapel needs. Host camp pastors. Vocal and/or instrumental skill required. Will also serve as a Cabin Leader.

Specific Responsibilities

- Create and supervise worship band and music sets.
- Schedule worship band throughout summer for morning and evening.
- Keep the chapel clean and organized.
- Manage and inventory equipment.
- Work with Director of Programming on chapel needs.
- Provide music skills classes as needed in cooperation with Performing Arts Coordinator.
- Work with the Tech Coordinator on music slides.
- Host the Camp Pastor and meet their needs.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.



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Position Description Video & Photography Coordinator

Qualifications

- Be at least 18 years of age
- Experience with video & photography
- Agreement with the Lakeside Statement of Faith and Staff Policies
- Vital and mature personal relationship with Jesus Christ

General Responsibilities

Take photos and video of camp activities for marketing, lead photography and video skills classes, work with Tech Coordinator. Will also serve as a Cabin Leader.

Specific Responsibilities

- Take photographs of camp activities for slideshow, website, and advertising.
- Lead photography and video skills classes in cooperation with Performing Arts Coordinator.
- Work with Tech Coordinator for weekly slideshows and website updates.
- Manage equipment.
- Maintain a positive Christian attitude and example.
- Perform other duties as assigned by the Director of Programming.