

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**Adventure Coordinator (1 POSITION)**

**STATUS:** PAID, 9-WEEK SESSION, ON-SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture to camper/participants and staff under the guidance of the Camp Director, Executive Director and Assistant Director.

**ACCOUNTABILITY:** The Adventure Coordinator is directly responsible to the Assistant Director and the Executive Director depending on job schedule.

**QUALIFICATIONS:**

- Minimum age of 21 years or completed junior college year.
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- Have skills in Bible study and small group leadership.
- A reputation of dependability, honesty, congeniality, and neatness.
- A current certificate in CPR for the Professional Rescuer and Lifeguarding from the American Red Cross or an organization having equivalent standards.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.

**RESPONSIBILITIES:**

- Provide adequate supervision of camper/participants and staff as defined at training events.
- Assist with the camp program (family group, small group, recreation, campfires, evening programs, high and low ropes, canoe trips, adventure programming, etc.).
- Perform light maintenance duties (i.e. lawn care, painting, splitting wood....)
- Perform light administrative duties (checking counselor's schedules, camper/participant mail...)
- Assist in the supervision of the waterfront.
- Assist or lead the supervision and instruction of the Challenge Course.
- Assist in or lead the supervision and instruction of the High Ropes Course.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Check equipment and make (or request) repairs.
- Conduct daily check of program areas and equipment for safety, cleanliness, and good repair.
- Assist in planning and coordinating special recreation events as needed, including adventure camps, canoe trips, etc.
- Attend staff meetings as required.
- Evaluate the recreation program at the end of the season, making suggestions for future camp years.
- Attend all staff training events before and during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Volunteer Camp Director.

**TRAINING:**

- Attend all/entire Staff Training events prior to start of camp season.
- Handbooks and curriculum guides will be available before camp.
- Each event Camp Director will hold at least 1 orientation meeting before camp begins.

**BENEFITS:**

- A base salary of \$250/week less applicable taxes, meals and lodging and accident insurance included.

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**COUNSELOR/SUPPORT STAFF (10 POSITIONS)**

**STATUS:** PAID, 9-WEEK SESSION, ON-SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture to camper/participants under the guidance of the Camp Director, Executive Director and Assistant Director.

**ACCOUNTABILITY:** Counselors are directly responsible to the Volunteer Camp Director, Assistant Director and the Executive Director depending on job schedule.

**QUALIFICATIONS:**

- Minimum age of 19 years or completed freshman college year.
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- Have skills in Bible study and small group leadership.
- A reputation of dependability, honesty, congeniality, and neatness.
- A current certificate in CPR for the Professional Rescuer from the American Red Cross or an organization having equivalent standards or the ability to complete at Pyoca training session.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.

**RESPONSIBILITIES:**

- Position will rotate between Counselor and Support Staff through the ten one-week sessions. Each staff will have the opportunity to counsel for a minimum of five weeks one of which could include a week at a traveling Day Camp site.
- Provide leadership and guidance to a group of camper/participants during the weeks assigned to counseling.
- Live as a camp leader in a cabin, responsible for the welfare of your group, orderliness of your cabin, and supervision of daily cleanup while working with one or two volunteer staff members.
- Provide adequate supervision of camper/participants as defined at training events.
- Assist with the camp program (family group, small group, recreation, campfires, evening programs, etc.).
- During weeks scheduled as a support staff, additional light maintenance duties will be assigned (i.e. lawn care, painting, splitting wood, etc.)
- Assist in the supervision and instruction of the Challenge Course.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Check equipment and make (or request) repairs.
- Conduct daily check of program areas and equipment for safety, cleanliness, and good repair.
- Assist in planning and coordinating special recreation events as needed.
- Attend staff meetings as required.
- Evaluate the recreation program at the end of the season, making suggestions for future camp years.
- Attend all staff training events before and during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Volunteer Camp Director.

**TRAINING:**

- Attend all entire Staff Training event prior to start of camp season.
- Handbooks and curriculum guides will be available before camp.
- Each event Camp Director will hold at least 1 orientation meeting before camp begins.

**BENEFITS:**

- A base salary of \$230/week less applicable taxes, meals and lodging and accident insurance included.

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**LIFEGUARD/SUPPORT STAFF (2 POSITIONS)**

**STATUS:** PAID, 8-WEEK SESSION, ON-SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture through waterfront supervision to camper/participants under the guidance of the Camp Director, Executive Director and Assistant Director.

**ACCOUNTABILITY:** Lifeguards are directly responsible to the Assistant Director and the Executive Director.

**QUALIFICATIONS:**

- Minimum age of 16 years.
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- A reputation of dependability, honesty, congeniality, and neatness.
- A current lifeguard certificate from the American Red Cross or an organization having equivalent standards.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.

**RESPONSIBILITIES:**

- Provide adequate supervision of camper/participants at the waterfront as defined at training events.
- Assist with the camp program (recreation, campfires, evening programs, etc.).
- Perform light maintenance duties (i.e. lawn care, painting, splitting wood, etc.)
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Check equipment and make (or request) repairs.
- Conduct daily check of program areas and equipment for safety, cleanliness, and good repair.
- Assist in planning and coordinating special recreation events as needed.
- Attend staff meetings as required.
- Evaluate the recreation program at the end of the season, making suggestions for future camp years.
- Attend all staff training events before and during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Volunteer Camp Director.

**TRAINING:**

- Attend all entire Staff Training event prior to start of camp season.
- Handbooks will be available before camp.

**BENEFITS:**

- A base salary of \$215/week less applicable taxes, meals and lodging and accident insurance included.

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**DISHWASHER (2 POSITIONS)**

**STATUS:** PAID, 7-WEEK SESSION – ON SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture through food service to the camper/participants and staff under the guidance of the Head Cook, Executive Director, and Assistant Director.

**ACCOUNTABILITY:** Dishwashers are directly responsible to the Head Cook, Assistant Cook, Executive Director and Assistant Director.

**QUALIFICATIONS:**

- Minimum age of 16 years.
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed Faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- A reputation of dependability, honesty, congeniality, and neatness.
- Background in food service operations and kitchen procedures.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.

**RESPONSIBILITIES:**

- Assist with final meal preparation by assisting the Head Cook by providing leadership to hoppers before meals and helping the cooks as needed.
- Clean and store all kitchen equipment in a sanitary manner.
- Wash dishes and all dirty kitchen equipment following every meal.
- Work with a counselor or Assistant Director in the operation of the Store.
- Sweep Kitchen after every meal, and mop every night after dinner.
- Remove garbage and place in dumpster by Lodge after each meal.
- Check and restock bathroom supplies on a daily basis.
- Inventory food and store equipment safely.
- Check and record daily equipment temperatures.
- Check equipment and make repairs (or request).
- Conduct daily check of program areas and equipment for safety, cleanliness, and good repair.
- Assist in planning and coordinating special meals as needed.
- Attend staff meetings as required.
- Evaluate the food service program at the end of the season, making suggestions for future camp years.
- Attend all staff training events during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Volunteer Camp Director.

**TRAINING:**

- Attend Staff Training as scheduled prior to the start of camp season.
- Handbook will be available before camp.

**BENEFITS:**

- A base salary of \$215.00 per week less applicable taxes. Benefits include room and board, accident insurance, workers comp when on site.

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**Day Camp Coordinator (1 POSITION)**

**STATUS:** PAID, 9-WEEK SESSION, OFF-SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture to camper/participants and staff under the guidance of the Executive Director and Assistant Director.

**ACCOUNTABILITY:** The Day Camp Coordinator is directly responsible to the Assistant Director and the Executive Director.

**QUALIFICATIONS:**

- Minimum age of 21 years or completed junior college year.
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- Have skills in Bible study and small group leadership.
- A reputation of dependability, honesty, congeniality, and neatness.
- A current certificate in CPR for the Professional Rescuer from the American Red Cross or an organization having equivalent standards.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.

**RESPONSIBILITIES:**

- Plan and create custom schedule for each week of day camp based on church's needs.
- Coordinate volunteers hosting a Sunday evening training sessions and meetings each morning.
- Conduct daily staff meetings each evening to go over the day and prepare for the next.
- Act as point of contact between Pyoca and Host Churches.
- Conduct training for day camp staff.
- Purchase needed camp materials.
- Coordinate setup and tear down of the host site each week.
- Secure camp equipment and materials each night to avoid theft.
- Provide adequate supervision of camper/participants and staff as defined at training events.
- Perform light administrative duties (checking counselor's schedules, keep track of mileage and expenses)
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Conduct daily check of program areas and equipment for safety, cleanliness, and good repair.
- Attend staff meetings as required.
- Evaluate the recreation program at the end of the season, making suggestions for future camp years.
- Attend all staff training events before and during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Volunteer Camp Director.

**TRAINING:**

- Attend all/entire Staff Training events prior to start of camp season.
- Handbooks and curriculum guides will be available before camp.

**BENEFITS:**

- A base salary of \$300/week less applicable taxes, meals and lodging and accident insurance included.

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**DAY CAMP COUNSELOR (2 POSITIONS)**

**STATUS:** PAID, 9-WEEK SESSION, ON-SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture to camper/participants under the guidance of the Day Camp Coordinator, Executive Director and Assistant Director.

**ACCOUNTABILITY:** Counselors are directly responsible to the Day Camp Coordinator, Assistant Director and the Executive Director depending on job schedule.

**QUALIFICATIONS:**

- Minimum age of 16 year.
- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- Have skills in Bible study and small group leadership.
- A reputation of dependability, honesty, congeniality, and neatness.
- A current certificate in CPR for the Professional Rescuer from the American Red Cross or an organization having equivalent standards or the ability to complete at Pyoca training session.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.
- Flexibility and willingness to sleep on an air mattress in a church and eat meals at church member's homes.

**RESPONSIBILITIES:**

- Provide leadership and guidance to a group of camper/participants.
- Work as a camp leader responsible for the welfare of your group and supervision of daily cleanup while working with one or two volunteer staff members.
- Provide adequate supervision of camper/participants as defined at training events.
- Assist with the camp program (family group, small group, recreation, campfires, evening programs, etc.).
- Check equipment and make (or request) repairs.
- Conduct daily check of program areas and equipment for safety, cleanliness, and good repair.
- Assist in planning and coordinating special recreation events as needed.
- Attend staff meetings as required.
- Evaluate the recreation program at the end of the season, making suggestions for future camp years.
- Attend all staff training events before and during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Day Camp Coordinator.

**TRAINING:**

- Attend all entire Staff Training events prior to start of camp season.
- Handbooks and curriculum guides will be available before camp.

**BENEFITS:**

- A base salary of \$215/week less applicable taxes, meals and lodging and accident insurance included.

PYOCA CAMP, CONFERENCE & RETREAT CENTER  
POSITION DESCRIPTION

---

**Worship Leader and Chaplain (1 POSITION)**

**STATUS:** PAID, 10-WEEK SESSION, ON-SITE

**PURPOSE:** To provide a Christian atmosphere of caring and nurture to camper/participants and staff under the guidance of the Camp Director, Executive Director and Assistant Director.

**ACCOUNTABILITY:** The Worship Leader and Chaplain is directly responsible to the Executive Director.

**QUALIFICATIONS:**

- Person of Christian faith, supportive of the camp program and the doctrines of the Reformed faith.
- Have a sense of responsibility, and a love and understanding of children.
- Possess the ability to relate to children and work cooperatively with other staff members.
- Have skills in Bible study and small group leadership.
- A reputation of dependability, honesty, congeniality, and neatness.
- A current certificate in CPR for the Professional Rescuer from the American Red Cross or an organization having equivalent standards or the ability to complete at Pyoca training session.
- The ability to work in a staff relationship and to serve persons from a wide range of age, interests, and background.
- Liking for people, ability to understand the needs of the camper/participants, and good judgment to place the needs of the camper/participants and the camp ahead of personal desires.

**RESPONSIBILITIES:**

- Utilize Pyoca's summer program curriculum throughout summer.
- Customize and improve theologically upon summer curriculum.
- Assist in teaching staff curriculum during staff training.
- Work with staff throughout the summer to keep curriculum and associated activities fresh and exciting for the campers and staff.
- Plan and lead worship including sermon, liturgy, and communion regularly for camps and on Sunday for staff.
- Work with volunteer directors to coordinate and standardize worship and bible lessons throughout the summer.
- Lead large group discussions.
- Co-direct Camps with staff member or visiting church member if needed.
- Lead and coordinate weekly staff devotions.
- Provide pastoral care to campers, families, and staff.
- Assist staff in activities such as High Ropes, boating, fishing, climbing wall, hiking.
- Assist staff in regular care and maintenance of camp grounds.
- Assist Executive Director in administrative duties as needed.
- Assist Assistant Director in programming duties as needed.
- Evaluate the recreation program at the end of the season, making suggestions for future camp years.
- Attend all staff training events before and during camp sessions.
- Carefully study the handbook to be familiar with policy and procedures by the first training event.
- Ensure that all camper/participants are familiar with health and safety procedures.
- Deal effectively with problems when they arise according to Pyoca policy, reporting incidents as needed.
- Perform other duties and responsibilities as may be assigned by Executive Director, Assistant Director or Volunteer Camp Director.

**TRAINING:**

- Attend all/entire Staff Training events prior to start of camp season.
- Handbooks and curriculum guides will be available before camp.

**BENEFITS:**

- A base salary of \$300/week less applicable taxes, meals and lodging and accident insurance included.