

CATHEDRAL PINES AMERICAN BAPTIST CAMP

SUMMER STAFF POSITIONS

If you are looking for a beautiful place to spend your summer serving the Lord by serving others, then you are the type of person we are looking for.

POSITIONS:

- SEASONAL HEAD COOK
- DISH ROOM/KITCHEN ASSISTANTS
- MAINTENANCE/GROUND KEEPER ASSISTANTS
- SECRETARY
- STORE AND POOL MANAGER
- LIFE GUARDS

SEASON: Start/Finish dates vary upon position.
Most dates are between May and Oct., as determined if hired.

HOUSING: Paid summer staff positions include room and board

SALARY: Monthly salaries vary depending on the job and experience. Base salary starts at \$875 and is based on a 6-day work week.

SUMMER STAFF DUTIES/RESPONSIBILITIES

These are your primary responsibilities. Since camp is all one operation, be willing to serve in other capacities on occasion. Above all else, be friendly and helpful to the campers, treat them as your special guests.

SEASONAL HEAD COOK

See job description

DISH ROOM/KITCHEN ASSISTANTS

- Help Head Cook prepare meals
- Clean up of kitchen/dish room
- Wash dishes after each meal
- Keep dining hall clean and orderly—floors mopped, drink area kept clean, etc.
- You will be under the supervision of the Head Cook

MAINTENANCE/GROUND KEEPER ASSISTANTS

- Keep bathrooms-dining hall, chapel, and shower house-cleaned and stocked
- Clean cabins and chapel after each camp
- Mow lawn
- Keep grounds clean of trash and debris
- Any jobs the Head Maintenance Manager has for you

SECRETARY

- Work directly with the camp manager in producing letters and reports.
- Maintain an effective and efficient filing system.
- Participate in keeping correspondence up to date.

Answer the phone, take messages and give information concerning facilities and dates available.

Performs miscellaneous chores, outside of regular duties, as directed by the camp manager which may include helping at the store

STORE AND POOL MANAGER

Be responsible for buying store merchandise

Keep store stocked and clean

Be responsible for all sales and balancing the till each day

Schedule the life guards

LIFE GUARDS

Take turns life guarding at the pool

Work in the cage and help clerk in the store

Responsible for cleaning showers and changing rooms, pool and pool area

You will be under the supervision of the Store Manager

CATHEDRAL PINES BAPTIST CAMP

Cathedral Pines is operated by the Idaho Baptist Convention and has been in camping ministry for 89 years. We are located in the Sawtooth National Recreation Area of Central Idaho near Sun Valley/Ketchum, Idaho. Our facilities are used by churches, schools, special needs camps, theater groups, reunions, for weddings and conferences. We have public restrooms and showers.

Our mission is to provide unique opportunities for meeting Christ through worship, teaching, fellowship, and recreation, being rooted and built up in Him.

Cathedral Pines Baptist Camp and Easley Hot Springs have a lease permit with the U.S. Department of Agriculture/Forest Service. We are a member of the American Baptist Commission on Outdoor Ministries. We have continuously held camps since July 1919 when the first Idaho Baptist Assembly met here for 10 days.

Easley Hot Springs began in 1881 as a bathing facility for miners. It is a natural hot springs which is gravity fed into our 35' x 75' swimming pool. The water source is approximately 98 degrees and is open to the public from Memorial Day through Labor Day.

Visit our website at: www.cathedralpines.org for job applications and other information.

RULES OF CONDUCT AND STAFF POLICIES

A. Housing

No pets allowed.

- 1) All staff members are to care for the housing facilities as if they were a guest in a friend's home. It should be kept neat and clean at all times.
 - a. No cooking utensils are to be used in your quarters (including popcorn poppers, toasters, hot plates or other cookery). Dining room dishes, cups, and silverware are not to be taken to your quarters.
 - b. No loud offensive music is to be played, keeping in mind our calling to serve and in consideration of others.
 - c. Be considerate of your roommates and other team members.
- 2) As a representative of Christ and the camp, there is to be no drinking of alcoholic beverages, smoking, use of drugs or tobacco products any time during your camp employment.
- 3) Members of the opposite sex are not allowed in your quarters.
- 4) The staff lounge is available for your off duty hours.

B. Meals

- 1) Meals will be served at regular times. Camp staff will be expected to eat in the assigned area or with the campers.
- 2) No staff member is to be in the kitchen without the specific permission of the Food Service Manager and/or Camp Manager. No food is to be eaten in the kitchen area.
- 3) No food is to be taken from the kitchen or pantry without specific instruction from the Food Service Manager. (A snack cupboard will be available, as well as an employee designated refrigerator.)

C. Off Duty

- 1) When you leave the grounds it is important and necessary to sign (out) and then (in) again when you return. Relatives and friends may come to see you. It is important to all concerned to know where you are and when you are expected to return. The sign-out sheet will be placed in the staff room outside the kitchen.

Staff under 18 will not be permitted to leave the campgrounds at any time without specific permission from the Camp Manager.

- 2) If you are going to return later than you indicated on the sign-out sheet, please call and notify the camp.

D. Telephone

- 1) The camp business phone number is (208) 726-5007. You may phone family or friends, but please limit your calls to 10 minutes.
- 2) All calls are to be made during your off hours.
- 3) All calls coming to you during your work time will be conveyed to you by message rather than take you away from your work responsibilities, except in cases of emergency.

E. Mail

- 1) The mailing address is: Cathedral Pines
HC 64 Box 8296
Ketchum, Id 83340
- 2) Mail arrives at approximately 10:30 a.m. at the mailbox on the road. Out going mail must be put into the main mailbox before 10:30 a.m. to be received in time for delivery.

F. Guests

- 1) Your visitors and guests are welcome, but they must not interfere with your work schedule or the camp in session. Remember that this is a privilege that, if abused, can be revoked. Staff guests are to register with the office.
 - a. Within reason, you may have guests stay at the camp. They will be given free lodging and meals.
 - b. Your guest must abide by the same regulations that you do. This pertains to cars, apparel, cabin regulations, etc.

G. Conduct

- 1) Staff members should give the utmost consideration to our guests. This refers to use of the ping-pong table, sports equipment and tables for eating, etc.
- 2) In order to not disturb camps that are in progress and to avoid tiredness and inability to perform your job, you are requested to be in your cabins by 10:30 p.m. with lights out by 11:00 p.m.

You are to obtain permission for any special events requiring you to be out later than 10:30 p.m. These should be nights when you aren't scheduled to work the next day.

- 3) Staff on duty will be required to abide by a dress code. This will vary depending on your job responsibilities. It most likely will mean: jeans, staff or regular T-shirts, appropriate shoes (no sandals). No offensive dress or jewelry will be allowed. Modesty in dress and behavior is to be practiced, please no clothes with holes or offensive slogans. Also, neatness and cleanliness are of paramount importance. The highest standards of personal hygiene are expected at all times of all staff members.
- 4) Excessive public display of affection or physical contact is discouraged. Our role as staff is to set examples and be above reproach. Couple-type relationships are discouraged. These tend to be exclusive and harmful to the working of the staff as a whole. This should be a summer for developing long lasting friendships. Those desiring a deeper relationship are encouraged to wait until the summer is over in the best interests of the group.
- 5) Staff members are not at liberty to establish intimate relationships with the guests, as most guests are under the age of 18 and problems or false accusations could result.
- 6) Private counseling of any kind to campers or other staff is discouraged.
- 7) Tardiness to work responsibilities or meetings is not acceptable.
- 8) Vehicles are to be parked in designated parking areas and to be kept locked at all times when not in use. The speed limit in camp is not to exceed 5 mph. Please drive slowly on the road to Easley also.
- 9) All staff should exhibit a positive attitude. A positive attitude creates good feelings, edifies and encourages you, other staff, the camp and guests. If you are in disagreement or have negative feelings, it is your responsibility to resolve those feelings and be in fellowship with the camp and staff. To resolve an issue you are to discuss it with the Camp Manager, not other staff.

H. Laundry

- 1) Laundry facilities including soap and dryer sheets are available for your use.

I. Staff Swimming

- 1) Camp Staff are permitted to swim at Easley Hot Springs pool during times when they are not scheduled to be working, and the pool is open for business. This excludes lifeguards who may swim in the pool at any time as a normal part of their duties.
- 2) **SWIMMING AFTER POOL HOURS:** No staff member is to ever swim alone. The Camp Manager and/or Pool Manager are to be notified of any after hour swimming of any kind. At all times when you desire to swim, at least one other adult swimming staff member is to be present to provide rescue of the swimmer in the event it should be required. While using the pool, all staff members will obey all pool rules, at all times, like anyone else.

Camp is and will be a fun place for you to work. These rules and policies are needed to help everyone live together, enjoying your time and service together. Be prepared for the greatest summer you have ever had!