

# Cedar Lake Camp

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## NAVIGATE Gap Year Student Job Description

**Title:** Gap Year Student, Cedar Lake Camp

**Reporting Relationship:** Executive Director, Associate Director, Office Manager

### Overview and Purpose

This gap year program is designed to help you learn practical skills, grow in your faith, and explore God's call on your life. We are looking for young men and women who are interested in hands-on experience in camp ministry. Participants will work behind the scenes in areas including administrative, leadership, facilities, carpentry, event planning, food service, and a number of other ministry related skills.

### Mission

The mission of Cedar Lake Camp and Children's Gospel Hour is to reach children with the gospel of Jesus Christ in order to lead them into a relationship with Him while nurturing and discipling a staff of young people into a lifestyle of ministry. This vision will be achieved through a variety of camps and retreats -- with the core of the ministry being found in the summer camp program.

### Leadership and management responsibilities

#### **Spiritual Leadership**

- Must be committed to Jesus Christ and His mission.
- Maintains a commitment to Scripture and the inerrancy of the Bible in all ministries of Cedar Lake Camp and Children's Gospel Hour.
- Provides spiritual leadership to children including devotions and evangelism.
- Able to work closely with Executive Director and other staff.
- Will develop friendships with children with the goal of evangelism and discipleship.
- Must relate well with children.
- Must be able to share gospel with children.

#### **Responsibilities**

- Responsibilities may include but not limited to:.(Don't worry- we will teach you. That's part of your experience.)
  - Maintaining camp property and grounds (mowing, weed eating, tree care).
  - Cleaning camp facilities.
  - Carpentry and construction.
  - Painting.
  - Plumbing.

- Electrical work.
- Road maintenance.
- Pool maintenance.
- Community involvement.
- Fundraising.
- After School program.
- Event planning (Spring Camp, Backpacking Camp).
- Mission trip planning.
- Camper recruitment.
- Video production.
- Social media representation.
- 1-on-1 discipleship opportunities.
- Representing CLC to parents and other important constituents.
- Being an example of Christ for fellow staff and gap year students.

### **Community**

- Represents Cedar Lake Camp in a positive manner to parents and family members as appropriate.
- Represents Cedar Lake Camp to community as opportunities arise.

### **Other**

- Responsible for performing other duties as assigned by directors.
- Prefer an individual who is acquainted with and committed to Cedar Lake Camp's mission, vision and culture.

### **Requirements**

\*This position requires 20 hours of service per week. Hours are flexible, allowing for opportunities to take classes and/or maintain a part time job. Hours will be discussed and approved with Camp's leadership taking into account the camp schedule and calendar first. There will be a one week break during Thanksgiving week and an additional two week break for Christmas. Other days off, family vacations, and personal time will be approved by camp leadership.

### **Spiritual**

- Is a mature evangelical Christian with a close walk with the Lord.
- Fully supports – and is willing to sign -- the Children's Gospel Hour doctrinal statement.
- Fully supports – and is willing to sign – the Children's Gospel Hour bylaws.
- An active member in good standing at an evangelical church.

### **Personal characteristics**

- Christ-like attitude
- Can be trusted with children and young people

- A heart of service and humility
- A faithful team player
- Able to give encouragement and handle constructive critiques
- Able to work with, take direction and coaching from, submit to, and cooperate with Executive Director and other staff
- A heart for ministering to children and young people
- Wisdom and discernment
- Ability to motivate others
- Highest levels of integrity
- Self-starter
- Hard worker
- Commitment to excellence in everything
- A good fit for Cedar Lake Camp
- General willingness to do what is necessary, even if some tasks do not fall under job description
- Organized
- Not lazy; productive
- Believes in and adheres to Mission Statement and Doctrinal Statement
- Clear criminal background and credit checks
- Great recommendations
- Good health
- Emotionally and spiritually mature
- Keeps word
- Responsible with finances both personally and professionally

### **Tuition**

This position requires a monthly payment of \$300 per month for 10 months/1 school year (August-May). This cost covers room and board, utilities, some food (during cooking retreats and seasonal camps), and travel expenses as required by camp. Student is responsible for their own food when it is not offered at camp. They are also responsible for their own laundry, cleaning, and phone. The annual CLC international mission trip is an option for additional tuition. Also available are opportunities to seek certifications in lifeguarding, CPR/first aid, and challenge course training.

### **Application Instructions**

To apply, please visit our website [www.cedarlakecamp.org](http://www.cedarlakecamp.org) and look under the “Working @ Camp” tab. Follow the link to the PDF document “NAVIGATE Gap Year Student Application.”

*You may also call the camp office at (931) 823-5656 for questions about camp or this position.*

Thank for your interest in Cedar Lake Camp.