

Cross Trails Ministry

Ebert Ranch Camp

Job Description

POSITION: Assistant Program Director

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 21 years of age.
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Be willing to drive and have a clean driving record.
13. Posses, or be able to obtain, Red Cross (or equivalent) First Aid and CPR certification.
14. May be required to possess, or be able to obtain, Red Cross or equivalent certification for Waterfront Lifeguard, First Aid, and CPR for the Lifeguard.
15. May be required to possess, or be able to obtain, ACCT (or equivalent) High and Low Ropes certification or training.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership.
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Director.

B. Specific Responsibilities:

1. Be ready and able to share with others about Jesus Christ in terms of everyday life.
2. Support, encourage, and minister to all staff and campers.
3. Program

- a. Attend Leadership Training before the beginning of General Staff Training.
 - b. Participate in General and Site Specific Staff Training as a leader, teacher and role model.
 - c. Assist the Director in daily functions and supervision of staff members.
 - d. When requested, facilitate Community Meeting.
 - e. Assist the Director in observing and being a resource for arts and crafts, campfires, All-Camp activities, archery, out camp, and camp store.
 - f. Perform duties as support staff (KP duty, activity coverage, clean-up, etc.) throughout the day.
 - g. Take pictures and video when Videographer needs help. Be able to digitize photos and videos.
 - h. Assist/facilitate Ebert Ranch low ropes & challenge course.
 - i. Assist/facilitate lifeguarding duties as needed at the pool and/or on Extreme Vaqueros trips.
 - j. Lead and supervise campers during congregational time.
 - k. Be proactive in problem solving as needs arise.
 - l. Assume responsibility when the Director is not on site.
4. Personnel
 - a. Support staff through conversation and prayer.
 - b. Encourage growth and creativity of staff.
 - c. Coordinate schedules of cabin leading staff in conjunction with Director.
 - d. Aid Director in periodic reviews of staff.
 - e. Fill in where needed to allow the staff to get breaks.
5. Grounds, Facilities, and Equipment
 - a. Communicate with maintenance personnel and Facilities Director to identify needs for schedule coordination.
 - b. Make certain facilities are clean, welcoming and in good repair prior to camper arrival.
 - c. Be proactive in alerting maintenance of work requests.
6. Administration
 - a. Assist in organizing camper herd/posse assignments.
 - b. Participate in office functioning and management.
 - c. Review weekly evaluations.
 - d. Generate Camper Lists
7. Health and Safety
 - a. Be aware of risk management policies and ACA standards and fully support and enforce them.
 - b. Be aware of crisis management policies and ACA standards and fully support and enforce them.
 - c. Work to ensure the safety of all campers and staff.
 - d. Complete Incident/Accident Forms as needed and submit to Director.
 - e. Be safety conscious by avoiding placing yourself or campers in unsafe situations.
 - f. Assist with check-in in the health care center as needed.
8. Serve others in love rather than working for tangible reward

Cross Trails Ministry

Ebert Ranch Camp

Job Description

POSITION: Wrangler

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 18 years of age.
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Posses, or be able to obtain, Red Cross (or equivalent) First Aid and CPR certification.
13. Ability to be safety conscious.
14. Experience in Western riding and care of horses required.
15. Ability to observe camper behavior, assess appropriateness and enforce regulations.
16. Physical ability to lift saddles, groom horses, teach classes, carry feed, assist campers, ride and lead trail rides, and work outdoors in all temperatures.
17. Visual and auditory ability to monitor the horsemanship program and to identify and respond to hazards and emergency situations.
18. Have proficient riding skills to deal appropriately with emergencies with campers or animals.
19. Experience teaching highly preferred.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership.
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Director.

B. Specific Responsibilities:

1. Be responsible for the care and safety of all individuals involved in equestrian activities on site.
2. Provide proper riding instruction of staff, sponsors, and campers in accordance with AAHS and CHA guidelines.
3. Teach horsemanship skills from the ground up, working with individual campers that may need one-on-one support.
4. Implement safety checks and systems as outlined during staff training. Follow established rules, regulations and systems related to the horse program.
5. Develop a system that provides for daily communication with other staff.
6. Be responsible for the health care and well-being of all horses on site. Update files as appropriate.
7. Ride every horse prior to placing a camper or another staff member on the horse.
8. Gather and saddle all horses to be used Monday through Friday.
9. Participate in and be a resource to the weekend animal care rotation schedule by staff.
10. Follow established feeding schedule and routines. Maintain healthy feed supplies for all Ranch animals.
11. Work with horses needing special attention that may have developed bad habits or are causing problems.
12. Be responsible for the care and well-being of other farm animals on site.
13. Assist campers and other staff with animal chores and maintenance of the animal areas.
14. Fit tack, check equipment and make repairs as needed. Provide Director with list of needs.
15. Provide maintenance of all saddles and tack, including cleaning, oiling and minor repairs.
16. Meet with each staff member to discuss his or her equestrian skill level and to evaluate him or her as a leader, helper or extra rider during the week.
17. Instruct staff in their role related to the equestrian program, teaching safety rules and program basics.
18. Actively assist and support the rest of the staff community in the camp ministry program by participating in, planning or preparing camp activities, including worships, campfires, all-camp activities, supervision of campers or any other activity assigned by the Ebert Ranch Director.
19. Facilitate program, when needed, during congregational time.
20. Serve others in love rather than working for tangible rewards

Cross Trails Ministry

Ebert Ranch Camp

Job Description

POSITION: Health Care & Media Coordinator

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 18 years of age.
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Preferred licensed physician or registered nurse.
13. Possess, or be able to obtain, Red Cross or equivalent certification for First Aid, CPR, and AED.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership.
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Director.

B. Specific Responsibilities:

1. Be ready and able to share with others about Jesus Christ in terms of everyday life.
2. Support, encourage, and minister to all staff and campers.
3. Discuss with staff, during staff training, health and safety procedures and precautions (Hepatitis B, basic First Aid, seizures, etc.)
4. Maintain adequate records of all admissions and treatment of campers and staff.

5. Responsible for the health conditions of the entire camp at all times.
6. Administer all medications and treatment according to physician orders and keep records of all such treatments.
7. Prepare first aid kits for staff to use on hikes and other programs conducted by the camp association.
8. Check all campers upon arrival at camp for lice and athlete's foot; and review all health records discussing particular items with the counselors involved (counselor concern sheets - weekly concerns).
9. Responsible for all drugs, medications, first aid kits, etc. brought to camp by campers to be used as directed by a physician. Keep locked in infirmary except for asthma inhalers.
10. Provide written report at the end of the summer of inventory, date all records, make written evaluations, and compile necessary data for ACA Camp Health/Accident Report.
11. Prepare camper checkout sheets weekly.
12. Complete the beginning and end of summer inventories; file them with the Director.
13. Take full charge of the development and implementation of the media program on the site including photo webpage development, video editing and production, duplication and sales of all media.
14. Spend time out on site, taking daily photographs of camp activities.
15. Download, label and store all photographs as designated.
16. Create daily and/or weekly slideshows to be shown to campers on site.
17. Keep organized video and photograph data to be used in future productions.
18. Create an all staff DVD by the end of the summer.
19. Update camp website photographs daily.
20. Create video and picture slideshows to be shown at the end of the week.
21. Burn DVDs to be available for sale.
22. Other duties as assigned including but not limited to worship planning, all-camps, assisting in KP, assisting in camper activities and assisting in camper supervision.
23. Serve others in love rather than working for tangible rewards.

Cross Trails Ministry

Ebert Ranch Camp

Job Description

POSITION: Outdoor Recreation Coordinator / Lifeguard

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 18 years of age.
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Posses, or be able to obtain, Red Cross or equivalent certification for Waterfront Lifeguard, First Aid, and CPR for the Lifeguard.
13. Visual and auditory ability to monitor the pool area and to identify and respond to hazards and emergency situations.
14. Good health and vital, including the ability to lift 50 pounds on a regular basis and to work outdoors in summer temperatures.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership.
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Director.

B. Specific Responsibilities:

1. Be ready and able to share with others about Jesus Christ in terms of everyday life.
2. Support, encourage, and minister to all staff and campers.
3. Specific Lifeguard Responsibilities:
 - a. Instruct camp community in basic pool safety.
 - b. Be a lifeguard during pool hours and during other scheduled water events.
 - c. Maintain pool area in a clean and orderly fashion.
 - d. Maintain water front programs consistent with ARC training and ACA standards.
 - e. Check pool and equipment routinely for safety problems.
 - f. Conduct swim tests and be constantly aware of swimmer's abilities.
 - g. Complete the beginning and end of summer inventories; file them with the Director.
 - h. Take primary responsibility in daily upkeep of chemicals and water cleanliness and assist with any repairs.
4. Specific Outdoor Recreation Responsibilities:
 - a. Work closely with the entire staff and the Pastors or Congregational Leaders in camp each week, and to help all become involved in the nature program.
 - b. Instruct the staff in nature activities so that they can aid campers.
 - c. Aid in the design and creation of new Nature Studies, Outdoor Cooking, Archery, and hiking/geocaching programs and activities, along with other activities as assigned.
 - d. Encourage campers to explore their faith through an appreciation of nature.
 - e. Maintain sufficient inventory of nature study, archery, recreation, and arts & crafts supplies; notify the Director when supplies are low and need to be ordered.
 - f. Exercise safety precautions and teach campers to care for equipment and the property of others.
 - g. Complete the beginning and end of summer inventories; file them with the Director.
5. Lead or assist with daily programming activities including but not limited to animal/ranch care, archery, arts & crafts, disc golf, geocaching, hiking, and high & low ropes.
6. Perform duties as support staff (KP duty, activity coverage, animal care, clean-up, etc.) throughout day.
7. Work with other support staff members to create theme meals, etc.
8. Attend and participate in all-camp activities to support the efforts of the entire staff
9. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
10. Serve others in love rather than working for tangible rewards

Cross Trails Ministry

Ebert Ranch Camp

Job Description

POSITION: Ropes Coordinator

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 18 years of age.
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Posses, or be able to obtain, Red Cross (or equivalent) First Aid and CPR certification.
13. Posses, or be able to obtain, ACCT (or equivalent) High and Low Ropes certification or training

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Director.

B. Specific Responsibilities:

1. Be ready and able to share with others about Jesus Christ in terms of everyday life.
2. Support, encourage, and minister to all staff and campers.
3. Take full charge of the development and implementation of the ropes course program on the site.
4. Instruct assisting staff in belay techniques so they can aid campers.
5. Work one-on-one with campers as needed.
6. Encourage campers to set goals and to challenge themselves to exceed them.

7. Maintain sufficient inventory of ropes supplies and log equipment used; notify the Director when supplies are in disrepair or need to be retired and need to be ordered.
8. Be responsible for the cleanliness of the high & low ropes area.
9. Exercise safety precautions and teach campers to care for equipment and the property of others.
10. Complete the beginning and end of summer inventories; file them with the Director.
11. Assist Facilities Director and maintenance staff in the daily upkeep of high and low ropes equipment.
12. Lead or assist with daily programming activities including but not limited to animal/ranch care, archery, arts & crafts, disc golf, geocaching, hiking, and high & low ropes.
13. Perform duties as support staff (KP duty, activity coverage, animal care, clean-up, etc.) throughout day.
14. Work with other support staff members to create theme meals, etc.
15. Attend and participate in all-camp activities to support the efforts of the entire staff
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Serve others in love rather than working for tangible rewards.

Cross Trails Ministry

Ebert Ranch Camp

Job Description

POSITION: Ranch Hand

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 16 years of age and have completed 11th grade
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Posses, or be able to obtain, Red Cross (or equivalent) First Aid and CPR certification, if needed.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Director.

B. Specific Responsibilities:

1. Be ready and able to share with others about Jesus Christ in terms of everyday life.
2. Support, encourage, and minister to all staff and campers.
3. Administrative
 - a. Assist in daily functioning of office management and support in consultation with Director and the Cross Trails Ministry office manager.

- b. Maintain accounting, inventory, and record keeping for camp store. Notify the Director when supplies are low and need to be ordered.
 - c. Complete the beginning and end of summer camp store inventories; file them with the Director.
 - d. Organize distribution, and collection of evaluations for each site.
 - e. Compile all evaluations of all programs and sites.
 - f. Assist in Outcamp packout.
 - g. Check, sort, and deliver camper email and mail
4. Animal Care
- a. Coordinate with and assist wrangler staff with horse care which may include daily grooming, feeding, and riding needs.
 - b. Assist wrangler staff and campers during riding lessons.
 - c. Assist bunk leaders with daily care of rabbits and chickens (small animal program) and provide educational opportunities for campers based on these animals.
 - d. Provide twice daily checks on small animals.
5. Maintenance
- a. Provide general care of the garden.
 - b. Provide an educational opportunity for campers caring for the garden.
 - c. Coordinate and perform all maintenance activities in consultation with the Facilities Director.
 - d. Assist in completing all work orders in a timely manner.
 - e. May be responsible for mowing, weed eating, and landscaping activities under the supervision of the Facilities Director.
 - f. Be willing to assist in different capacities in the program as the time arises.
 - g. Meet daily with the Director and assist him/her with the necessary physical and programmatic arrangements for daily programming and site needs.
6. Kitchen
- a. Work closely with the entire staff and the Pastors or Congregational Leaders in camp each week and to help all become involved in the food service program.
 - b. Maintain sufficient inventory of food items; notify the Director when supplies are low and need to be ordered.
 - c. Be responsible for the cleanliness of the kitchen and dining area.
 - d. Exercise safety precautions and to teach campers to care for equipment and the property of others.
 - e. Complete the beginning and end of summer inventories; file them with the Director.
 - f. Perform all the duties pertaining to the kitchen in consultation with the Director.
 - g. Prepare and serve high quality nutritious meals and snacks in a spirit of high hospitality.
 - h. Keep kitchen, food storage area, refrigerators and freezers neat, clean, sanitized and organized.
 - i. Keep dining hall and adjacent area clean and neat.
 - j. Be active in recycling.
 - k. Help with daily dish washing at each meal.
 - l. Rotate food stock and throw away left over food as needed to maintain healthy food supplies.
 - m. Receive food orders and put away food orders.
 - n. Maintain kitchen equipment in good condition.
 - o. Report all needed repairs to the Facilities Director.
7. Other Aspects
- a. Be willing to assist in all other areas (KP duty, clean-up, activity coverage, etc.).
 - b. Work with other support staff members to create theme meals, etc.
 - c. Attend and participate in all-camp activities to support the efforts of the entire staff.
 - d. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
 - e. Serve others in love rather than working for tangible rewards.

Cross Trails Ministry
Ebert Ranch Camp
Job Description

POSITION: Cook

RESPONSIBLE TO: Ebert Ranch Camp Director

QUALIFICATIONS:

1. Be a Christian in support of the theology of the Lutheran Church and the mission of Cross Trails Ministry.
2. Have a strong personal faith and willingness to share it with others.
3. Have a strong work ethic and the desire to be an integral part of a team.
4. Have the ability to effectively communicate and build positive rapport with campers, adults, and staff.
5. Demonstrate good moral character and integrity.
6. Be physically and mentally able to work long hours in service of others.
7. Demonstrate emotional maturity.
8. Be imaginative, creative and enthusiastic.
9. Be at least 18 years of age.
10. Demonstrate strong camping background and experience.
11. Have the ability to lead and supervise peers and campers.
12. Posses, or be able to obtain, Red Cross (or equivalent) First Aid and CPR certification, if needed.
13. Must have current Food Handlers certification and TB vaccination.
14. Ability to lift 30 lbs and to stand for 3 hours at a time.

RESPONSIBILITIES:

A. General Responsibilities of all Staff:

1. Provide personal guidance to campers, through program leadership
2. Adhere to all summer personnel policies.
3. Portray a positive image of Cross Trails Ministry at all times, whether on or off site.
4. Be Christ-centered. Live as an example, witnessing to all campers and staff. Encourage others to grow in faith while striving to grow yourself.
5. Be mission and vision oriented, participating fully in the life of the total camp community.
6. Live in community with other staff members, listening to and learning from others.
7. Act as a facilitator, leading campers by example and words, and managing camper behavior. Befriend, support, praise, and encourage campers.
8. Be enthusiastic and joy-filled.
9. Be an unselfish servant. Actively assist and support the rest of the staff community in the camp ministry program. Be actively concerned for the well being of campers and staff.
10. Focus on the needs of the campers above your own.
11. Take initiative to accomplish tasks. Demonstrate an attitude of striving to do the best job possible.
12. Take care of yourself to maintain your own spiritual, physical, mental and emotional health.
13. Be safety conscious by avoiding placing yourself or campers in unsafe situations and knowing all Emergency, Risk Management and Crisis Policies.
14. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.
15. Maintain clean living quarters.
16. Be willing to work in any position at any Cross Trails Ministry location as requested for the betterment of the ministry.
17. Perform other responsibilities as may be determined for the best interest of the camp by the Ebert Ranch Director.

B. Specific Responsibilities:

1. Perform all the duties pertaining to the kitchen in consultation with the Director.
2. Prepare and serve high quality nutritious meals and snacks in a spirit of high hospitality.
3. Keep kitchen, food storage area, refrigerators and freezers neat, clean, sanitized and organized.

4. Supervise and help with daily dish washing.
5. Rotate food stock and throw away left-over food as needed to maintain healthy food supplies.
6. Create menus in consultation with the Director.
7. Place and receive food orders to have food on hand for two weeks of menu needs.
8. Maintain kitchen equipment's good condition.
9. Report all needed repairs in kitchen to Director.
10. Prepare weekly evaluations and submit necessary incident and accident reports in a timely manner.