



**Position Title:** Flex Crew  
**Classification:** Summer Position  
**Reports To:** Ministry Director  
**Key Relationships:** Life Changers, Summer Camp Specialists

### **Position Summary**

Looking for a more behind the scenes role or enjoy working with your hands? Flex Crew is a versatile and essential role within the camp operation. This job entails things such as capturing and creating camp marketing content, assisting with housekeeping duties, supporting food service operations, participating in maintenance tasks, and helping coordinate camp activities. The Flex Crew is a one stop shop for ensuring the overall success and smooth operation of the camp experience for both staff and campers. Join our camp family and use the skills God has given you to make an impact!

### **Key Job Functions**

#### Activity Supervision

- Participate in proper activity training for all Geneva Hills activities assigned by the Executive Director.
- Ensure that all activities are being run properly and on time.
- Accounts for and cares for all sports equipment including balls, bats, hammocks, archery equipment, frisbees, etc. Any needed equipment fixes or replacements will be reported to the Executive Director immediately.
- Be responsible for the organization and maintenance of all activity equipment being used..
- Ensure that the program shed and welcome center basement remains in an organized and usable condition.

#### Marketing

- Capture high-quality photos and videos of camp activities, events, and memorable moments.
- Edit and organize media content for promotional use on the camp's website, social media platforms, and promotional materials.

#### Housekeeping/Grounds

- Collaborate with the housekeeping team to maintain cleanliness and organization in camp facilities, including cabins, common areas, and restrooms.
- Help with laundry duties, ensuring campers and staff have access to clean linens, towels, and other essentials.
- Participate in general maintenance tasks, including but not limited to, repairing equipment, maintaining camp facilities, and upkeep of landscaped areas of the property.

#### Food Service

- Assist the Camp Cook in food preparation, including meal setup, serving, and clean up.
- Maintain a clean and organized dining area, ensuring tables and seating are set up appropriately.

- Assist in restocking food and supplies as needed.

**Other Duties**

- Be an innovative problem solver seeking to improve the camp offerings of Geneva Hills
- A part time staff member in a small organization like Geneva Hills is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
  - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
  - Assisting with kitchen duties like dishwashing and food preparation

**Sample Schedule**

7:00am- Help get breakfast ready	3:00pm- Afternoon Activities
8:00am- Serve Breakfast	4:00pm- Help get dinner ready
9:00am- Morning Chapel	5:00pm- Serve Dinner
10:30am- Maintenance / Housekeeping /Food	6:00pm- Evening Chapel
12:00pm- Serve Lunch	7:00pm- Camp Game
1:00pm- Afternoon Activities	8:00pm- Clean up and break
2:00pm- Break	10:00pm- Lights Out

**Experience and Qualification Requirements**

- Affirms as true the Geneva Hills Statement of Faith.
- Has a sincere love for Jesus that shows in a consistent and evident walk with Christ.
- Committed to the mission and ministry philosophy of Geneva Hills.
- Communicates clearly both orally and in writing.
- Must be at least 14 years of age with preference given to applicants that are 16 or older.
- Preference given to applicants with a lifeguarding certification or those willing to be certified.

**Working Conditions and Physical Requirements**

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

*The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*