



Summer Staff

Job title: ClubCove Team Member
Department: Program

FLSA status: Non-Exempt
Reports Directly to: ClubCove Coordinator

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Be a part of a team that cares for the children who attend family camp, by providing age graded VBS style programming for them twice a day while the adults are attending their own programs and activities.

General Purpose: To serve and care for the guests in order that both children and parents are better able to connect with God and each other during their time at Sandy Cove.

Role Qualifications:

- Personal relationship with Jesus Christ
- Prior work or volunteer experience working with children and/or youth ministry (e.g. babysitting, teaching, VBS leader, etc.)

Essential Functions/Responsibilities:

- Create, plan, and present program for children (groups range in age from infant to 11 years old) that includes daily Bible lessons, memory verse, songs, activities and games
- Build relationships with kids and parents through conversation and interaction
- Provide a structured and healthy environment for children in your care
- Ensure child safety by following procedures and meeting needs as they arise
- Give support, cooperation and encouragement to coworkers
- Represent Sandy Cove Ministries in a positive manner through interactions with guests
- Care for equipment and maintain organization and cleanliness of Clubcove areas
- Perform any other reasonable task as assigned by the ClubCove Coordinator

Essential skills and experience:

- Self-motivated with ability to creatively solve problems
- Ability to organize and lead lessons and fun activities
- Strong interpersonal skills
- Adaptable and flexible in dealing with last minute changes
- Good oral communication skills
- Sensitive to service and hospitality
- Willingness to serve as a role model for younger children

Non Essential Skills & Experience:

- CPR/First Aid Certification
- Formal course work in child development, special education

Reporting to this position: None

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, swim, run, use hands, climb stairs, balance, stoop, kneel, bend, push, pull, see, talk or hear. The employee must be able to lift and/or move up to 50 pounds.

■ *Work environment:* While performing the duties of this job, the employee is typically inside, however can be exposed periodically to weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Created: 8-1-11

Revised: 11-27-18