

# OX LAKE EMPLOYMENT - OVERVIEW

Ox Lake Bible Camp has three different campsites set apart on 270 acres of land. Becoming a staff member at Ox Lake is an awesome opportunity to share the gospel with kids in an outdoor setting. We focus on being good stewards of the environment, and appreciating all of God's creation. Working at Ox Lake requires a flexible attitude and openness to helping with all aspects of programming; worships, Bible studies, devotions, faith conversations, skits, games, meal prep, and other rec opportunities. If you have a desire to teach kids about Christ, have a love for the outdoors, and want to enjoy a summer within a community of believers, please fill out an application.

The **Ox Lake summer staff** work schedule is twelve weeks which includes two weeks of staff training and ten weeks of youth camp.

**Staff Training** – May 28 – June 8

**Summer Program** – June 10 – August 17

**Summer Wage** – \$230 a week

**Time Off** – Most weekends (Friday afternoon to Sunday 1:00 pm) and we encourage staff to take one full week off over the summer.

<u>Ox Lake Job List</u>	<u>Age</u>	<u>Age (by June 1<sup>st</sup>)</u>	<u># of Positions</u>
Cooking Coordinator		19	(1 position)
Counselor		18	(5 positions)
Horse Wrangler		18	(3 positions)
Recreation Coordinator		19	(1 position)
Program Assistant		21	(1 position)
Program Coordinator		21	(1 position)

## Ox Lake Job Descriptions

### Position:

**Cooking Coordinator**  
(1 position)

### Minimum age:

19 (by June 1st of year applying)

### Program:

Wapo and Ox Lake youth programs.

### Position Requirements:

Drivers License with good driving record and Basic 1<sup>st</sup> Aid & CPR certification (Training will be provided during staff training).

### Job Description:

This individual will be responsible for coordinating the food management during the 5 weeks of youth camp at the Ox lake site. Organizational, great relational and motivational skills are important for this individual. Other program tasks could be assigned.

**Supervisor: Your supervisor at camp would be the Ox Lake Program Coordinator.**

**Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position.**

**Health Insurance: Is not provided by Camp and is expected to be covered by Employee**

**Workman's Compensation Insurance: Provided by Camp at no cost to Employee**

**Housing: Is provided on site for this position.**

### Essential Job Functions:

Physical elements include frequent walking or standing for long periods of time, lifting 20 to 30 pounds, receiving a minimum of 6 hours a sleep a night, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, managing a financial budget, communicating well with peers, creating written communication, having a strong knowledge of scripture and the Christian faith, and be able to handle difficult situations such as discipline problems and homesickness. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van.

**Position:**

**Counselor**  
(5 positions)

**Minimum age:**

18 (by June 1st of year applying)

**Program:**

WAPO and Ox Lake Youth programs.

**Position Requirements:**

High School Diploma. Drivers License with good record, First Aid & CPR certification (training given during Staff Training, Life Guard (training is given during Staff Training) may be required.

**Job Description:**

Want a mix up in counseling setting and experience? These individuals will counsel at the Wapo and Ox Lake site throughout the summer. These individuals have the opportunity to spend exclusive time with upper elementary and junior high youth (4-6<sup>th</sup> and 7<sup>th</sup>-9<sup>th</sup> Graders) at the Wapo and Ox Lake sites. Counselors will lead or facilitate Bible studies, worships, chapels, cabin activities, all camp games, and assists according to interest and skill within all aspects of the summer program. The ratio of counselors to campers is 1:7. Most importantly a counselor serves as a friend and mentor to WAPO campers. Counselors should feel comfortable with one on one, small group, and large group communication with staff and children.

**Supervisor: Your supervisor at camp would be the Wapo Program Director - Luke Halverson**

**Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position.**

**Health Insurance: Is not provided by Camp and is expected to be covered by Employee**

**Workman's Compensation Insurance: Provided by Camp at no cost to Employee**

**Housing: Is provided on site for this position.**

**Essential Job Functions:**

Physical elements include frequent walking or standing for long periods of time, lifting 20 to 30 pounds, receiving a minimum of 6 hours of sleep a night, or performing in front of large audiences. Mental elements include being flexible with a schedule, problem solving, communicating well with peers and children, and having a strong knowledge of scripture and the Christian faith. Equipment elements include being able to use a computer or telephone. Working conditions include working in the outdoors a majority of the time.

**Position:**

**Horse Wrangler**  
(3 positions)

**Minimum age:**

18 (by June 1st of year applying)

**Program:**

Ox Lake Horse Program

**Position Requirements:**

Drivers License with good driving record, wrangler experience with Trail Rides. Basic 1<sup>st</sup> Aid & CPR certification (Training will be provided during staff training).

**Job Description:**

These people will be responsible for helping manage the horse program at the Ox Lake site. The people will receive responsibilities from and report to the head wrangler on a daily basis. Responsibilities include daily care of horses, daily set up for large group rides, leading horseback riding orientations for young adults, and leading groups throughout the Ox Lake property on horseback rides.

**Supervisor: Your supervisor at camp would be Ox Lake Equine Manager – Wendy Maxon.**

**Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position.**

**Health Insurance: Is not provided by Camp and is expected to be covered by Employee**

**Workman's Compensation Insurance: Provided by Camp at no cost to Employee**

**Housing: Is NOT provided on site for this position.**

**Essential Job Functions:**

Physical elements include lifting and carrying 20 to 30 pounds, frequent bending, and standing for long periods of time, and being comfortable riding and handling horses. Mental elements include being flexible with a schedule, problem solving, communicating well with peers and children and having a strong knowledge of scripture and the Christian faith.

**Position:**

**Recreation Coordinator**  
(1 position)

**Minimum age:**

19 (by June 1st of year applying)

**Program:**

Wapo and Ox Lake youth programs.

**Position Requirements:**

Drivers License with good driving record and Basic 1<sup>st</sup> Aid & CPR certification (Training will be provided during staff training).

**Job Description:**

This individual will be responsible for assisting the coordination of staff training and 5 weeks of youth camp at the Ox lake site with an emphasis on leading primary recreation activities at the Ox Lake site. Recreation activities could include high/low ropes, canoeing, bubble soccer, gaga, human foosball, geocaching, etc.. This individual will be responsible for set up of the daily recreation schedule along with assisting in other program responsibilities. Great relational and motivational skills are important for this individual.

**Supervisor: Your supervisor at camp would be the Ox Lake Program Coordinator.**

**Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position.**

**Health Insurance: Is not provided by Camp and is expected to be covered by Employee**

**Workman's Compensation Insurance: Provided by Camp at no cost to Employee**

**Housing: Is provided on site for this position.**

**Essential Job Functions:**

Physical elements include frequent walking or standing for long periods of time, lifting 20 to 30 pounds, receiving a minimum of 6 hours a sleep a night, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, managing a financial budget, communicating well with peers, creating written communication, having a strong knowledge of scripture and the Christian faith, and be able to handle difficult situations such as discipline problems and homesickness. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van.

**Position:**

**Program Assistant**  
(1 position)

**Minimum age:**

21 (by June 1st of year applying)

**Program:**

Wapo and Ox Lake youth programs.

**Position Requirements:**

Drivers License with good driving record and Basic 1<sup>st</sup> Aid & CPR certification (Training will be provided during staff training).

**Job Description:**

This individual will be responsible for assisting the coordination of staff training and 5 weeks of youth camp at the Ox lake site. This individual will be responsible for delegating daily responsibilities, managing staff, coordinating schedules, coordinating meals and maintaining a safe environment. Great relational and motivational skills are important for this individual.

**Supervisor:** Your supervisor at camp would be the Ox Lake Program Coordinator.

**Benefits:** Covered in Seasonal Employee Manual, which can be seen when offered a position.

**Health Insurance:** Is not provided by Camp and is expected to be covered by Employee

**Workman's Compensation Insurance:** Provided by Camp at no cost to Employee

**Housing:** Is provided on site for this position.

**Essential Job Functions:**

Physical elements include frequent walking or standing for long periods of time, lifting 20 to 30 pounds, receiving a minimum of 6 hours a sleep a night, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, managing a financial budget, communicating well with peers, creating written communication, having a strong knowledge of scripture and the Christian faith, and be able to handle difficult situations such as discipline problems and homesickness. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van.

**Position:**

**Program Coordinator**  
(1 position)

**Minimum age:**

21 (by June 1st of year applying)

**Program:**

Wapo and Ox Lake youth programs.

**Position Requirements:**

Drivers License with good driving record and Basic 1<sup>st</sup> Aid & CPR certification (Training will be provided during staff training).

**Job Description:**

This individual will be responsible for coordinating staff training and 5 weeks of youth camp at the Ox lake site. This individual will be responsible for delegating daily responsibilities, managing staff, coordinating schedules, coordinating meals and maintaining a safe environment. Great relational and motivational skills are important for this individual.

**Supervisor:** Your supervisor at camp would be Wapo Program Director – Luke Halverson.

**Benefits:** Covered in Seasonal Employee Manual, which can be seen when offered a position.

**Health Insurance:** Is not provided by Camp and is expected to be covered by Employee

**Workman's Compensation Insurance:** Provided by Camp at no cost to Employee

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**Essential Job Functions:**

Physical elements include frequent walking or standing for long periods of time, lifting 20 to 30 pounds, receiving a minimum of 6 hours a sleep a night, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, managing a financial budget, communicating well with peers, creating written communication, having a strong knowledge of scripture and the Christian faith, and be able to handle difficult situations such as discipline problems and homesickness. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van.