

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 27 – June 7

Summer Program – June 9 – August 16

Summer Wage – \$250 a week

Time Off – Most weekends (Friday afternoon to Sunday 12:00 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 1st)</u>	<u># of Positions</u>
Ox Youth Counselor	18	18	(5 positions)
Ox Youth Program Assistant	21	21	(1 position)
Senior High Counselor	19	19	(7 positions)
Senior High Program Assistant	21	21	(1 position)
Ox Lake Program Coordinator	21	21	(1 position)
Ox Lake First Aid Coordinator	21	21	(1 position)
Ox Lake Recreation Coordinator	19	19	(1 position)
Ox Lake Media Specialist	19	19	(1 position)
Ox Lake Cooking Coordinator	19	19	(1 position)
Ox Lake Worship/Music Coordinator	19	19	(1 position)
Horse Wrangler	18	18	(3 positions)

Ox Lake Job Descriptions

Position:

Ox Youth Counselor
(5 positions)

Minimum age:

18 (by June 1st of year applying)

Program:

Ox Lake Youth and Wapo Youth Programs.

Position Requirements:

High School Diploma. Driver's License with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training is given prior to staff training).

Job Description:

Want a mix up in counseling setting and experience? These individuals will counsel at the Ox Lake and Wapo sites throughout the summer. These individuals have the opportunity to spend exclusive time with upper elementary and junior high youth (4-6th and 7th-9th Graders). 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 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/Ox Program Associate – Kari Anderson

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:

Ox Youth Program Assistant
(1 position)

Minimum age:

19 (by June 1st of year applying)

Program:

Ox Lake Programs.

Position Requirements:

Driver's License with good driving record and Basic 1st Aid & CPR certification (training will be provided during staff training), Lifeguard certification may be required (training is given prior to staff training).

Job Description:

This individual will be responsible for organizing the Ox Youth program at the Ox Lake site and work directly with the Wapo/Ox Program Associate throughout the week. This position will manage the Ox Youth staff team (5-8 staff) during the 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. Other program tasks could be assigned.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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:

Senior High Counselor
(7 positions)

Minimum Age:

19 (by June 1st of year applying)

Program:

Senior High Youth Program

Position Requirements:

Driver's License with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

These individuals will work directly with senior high youth campers (9th-12th grades) at the Ox Lake site throughout the summer. Counselors will lead or facilitate Bible studies, worships, chapels, cabin activities, all camp games, ropes activities, 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 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/Ox Program Associate – Kari Anderson

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

Health Insurance: Is not covered 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, and being willing to be in front of large audiences. Mental elements include problem solving, communicating well with peers, and having a strong knowledge of scripture and the Christian faith. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van. Working conditions include being in the outdoors a majority of the time.

Position:

Senior High Program Assistant
(1 position)

Minimum Age:

21 (by June 1st of year applying)

Program:

Senior High Youth Program

Position Requirements:

Driver's license with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

These individuals will organize the senior high youth program at the Ox Lake site and work directly with the Wapo/Ox Program Associate throughout the week. This position will manage the Senior High staff team (7-10 staff), be responsible for delegating daily responsibilities, coordinating schedules, coordinating meals, coordinating ropes course activities, and maintaining a safe environment. Great relational and motivational skills are important for this individual.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, 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. Working conditions include being in the outdoors a majority of the time.

Position:

Ox Lake Program Coordinator
(1 position)

Minimum age:

21 (by June 1st of year applying)

Program:

Ox Lake Programs

Position Requirements:

Driver's License with good driving record and Basic 1st Aid & CPR certification (training will be provided during staff training), Lifeguard certification may be required (training is given prior to staff training).

Job Description:

This individual will be responsible for overseeing the Ox Lake Programs at the Ox Lake site and work directly with the Wapo/Ox Program Associate throughout the week. This position will work with the Ox Lake coordinators and program assistants. This individual will be responsible for delegating daily responsibilities, managing staff, coordinating schedules, and maintaining a safe environment. Great relational and motivational skills are important for this individual.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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:

Ox Lake First Aid Coordinator
(1 positions)

Minimum Age:

21 (by June 1st of year applying)

Program:

Ox Lake Programs

Position Requirements:

Driver's License with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

This position is responsible to provide health care to campers and staff to the limits of their certification using the established Health Care manual as a guide and reference. The coordinator will carry out patient care, medication management and distribution, as well as complete associated paperwork. This position will also involve participation and coordination within other aspects of programming as time allows. Great relational and motivational skills are important for this individual.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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

Health Insurance: Is not covered 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, and being willing to be in front of large audiences. Mental elements include problem solving, communicating well with peers, and having a strong knowledge of scripture and the Christian faith. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van. Working conditions include being in the outdoors a majority of the time.

Position:

Ox Lake Recreation Coordinator
(1 positions)

Minimum Age:

19 (by June 1st of year applying)

Program:

Ox Lake Programs

Position Requirements:

Driver's license with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

This individual will be responsible for leading recreation activities for Ox Lake Programs during the summer. 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 Wapo/Ox Program Associate – Kari Anderson

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, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, 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. Working conditions include being in the outdoors a majority of the time.

Position:

Ox Lake Media Specialist
(1 positions)

Minimum Age:

19 (by June 1st of year applying)

Program:

Ox Lake Programs

Position Requirements:

Driver's License with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

This individual will be responsible for taking pictures and managing the Ox Youth and Senior High blogs for parents to see their children's experience at camp. This person should have strong computer skills and enjoy taking pictures, as well as have skills surrounding social media applications. This individual may also be responsible for assisting in other program responsibilities. Great relational and motivational skills are important for this individual.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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

Health Insurance: Is not covered 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, and being willing to be in front of large audiences. Mental elements include problem solving, communicating well with peers, and having a strong knowledge of scripture and the Christian faith. Equipment elements include being able to use a computer, copier, telephone, and drive a fifteen passenger van. Working conditions include being in the outdoors a majority of the time.

Position:

Ox Lake Cooking Coordinator
(1 positions)

Minimum Age:

19 (by June 1st of year applying)

Program:

Ox Lake Programs

Position Requirements:

Driver's license with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

This individual will be responsible for coordinating the food management for Ox Lake Programs at the Ox Lake site. This individual may also be responsible for assisting in other program responsibilities. Organizational, great relational and motivational skills are important for this individual.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, 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. Working conditions include being in the outdoors a majority of the time.

Position:

Ox Lake Worship/Music Coordinator
(1 positions)

Minimum Age:

19 (by June 1st of year applying)

Program:

Ox Lake Programs

Position Requirements:

Driver's license with good record, First Aid & CPR certification (training given during staff training), Lifeguard certification may be required (training given prior to staff training).

Job Description:

This individual is responsible for coordinating chapels, campfires, and special music throughout the weeks of Ox Lake programming. This individual may also be responsible for assisting in other program responsibilities. Organizational, great relational and motivational skills are important for this individual.

Supervisor: Your supervisor at camp would be the Wapo/Ox Program Associate – Kari Anderson

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, and being willing to be in front of large audiences. Mental elements include organizing and coordinating schedules, problem solving, 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. Working conditions include being 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:

Driver's License with good driving record, wrangler experience with Trail Rides. Basic 1st 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.