

# Work @ QLC

Dear Prospective Staff Member,

Thank you for your interest in working at Quaker Lake Camp for Summer 2025. Working at camp is a great responsibility and one we take very seriously. We are given a wonderful opportunity for a very special ministry that changes lives forever.

Working at Quaker Lake is a rewarding job both spiritually and emotionally. It is one that allows you to grow in your own faith while sharing and nurturing the lives of those around you. It is a very demanding job and requires flexibility and commitment to the positions described. Quaker Lake Camp is much more than just a recreational experience. Staff members share a great responsibility for the well being of each child in our care. We also strive to reach each camper on an individual basis. The campers are first and foremost in all things we do and in the manner of community in which we live, share and work together.

I hope you have given much thought and prayer concerning your decision to apply to Quaker Lake for a summer staff position. We are very excited about the upcoming summer and trust that God has amazing things in store for you and Quaker Lake Camp. The following checklist will help you in this decision and application process.

#### APPLICATION CHECKLIST:

- Review position description(s) included in this document.
- Review dates for summer employment (including training & interviews).
- Familiarize yourself with Quaker Lake (call and visit if possible or check [quakerlakecamp.org](http://quakerlakecamp.org)).
- Complete employment application by **February 14, 2025**.
- You will be contacted to schedule an in person interview once you submit your application.

# Jobs @ QLC

Our number one priority in hiring staff at Quaker Lake is to find individuals who want to work with children. Second, we examine the skills that potential staff bring to the program and camp community. Important qualities for working at camp include being a positive role model with Christian values and principles, knowledge of the Quaker faith, and experience in youth work at camp or equivalent experience significant to the camp ministry.

## Cabin Counselor

Counselors play a vital role in creating a successful summer and because of that our expectations for them are high. All counselors serve as leaders and mentors to a group of 8-9 campers while living in a cabin together. Counselors are responsible for the physical, psychological and emotional safety of their campers. Some of the daily responsibilities include caring for all needs of campers as necessary, preparing daily cabin devotions, ensuring cabin conditions are kept safe and sanitary, teaching various camp classes, participating or leading (if necessary) in all camp wide activities and programs, leading or assisting in worship services as needed, and serving in kitchen duties as assigned.

*Minimum age: 18*

## Program Leader

Program Leaders provide leadership for a specific program area. Each leader has direct responsibility for planning and teaching in one of our program areas. All program leaders are responsible for creative programming, safety, and supervision of staff who assist with teaching. Opportunities to be a Program Leader include:

### Special Activities

The Special Activities program leader is responsible for developing creative programming for themed weeks and special activities. Responsibilities include coordinating and delegating responsibility to implement activities related to themed weeks or special events, acquiring supplies needed for themed events or special activities, and planning, leading or directing all special activities such as team competition, evening programs, etc.

*Minimum age: 18*

*Current certification in American Red Cross Lifesaving or YMCA Lifeguarding (preferred)*

### Adventure/Challenge

The Adventure/Challenge program leader supervises and facilitates adventure programming including our Alpine climbing tower and mountain biking program. This includes developing and managing class programs for the climbing tower and mountain biking, conducting safety skill verifications, regularly observing tower facilitators and mountain biking instructors, maintaining clean and safe conditions for climbing tower and mountain biking, and maintaining and documenting that all tower and mountain biking equipment is in proper working condition.

*Minimum age: 21 (preferred)*

*Current certification in American Red Cross Lifesaving or YMCA Lifeguarding (preferred)*

*Wilderness First Aid (preferred)*

### Waterfront

The Waterfront program leader is responsible for developing and supervising a safety plan for the lake and swimming pool. Responsibilities include conducting skill verifications of waterfront staff, regularly observing waterfront staff, and facilitating and planning swim class or other waterfront activities.

*Minimum age: 21 (preferred)*

*Current certification in American Red Cross Lifesaving or YMCA Lifeguarding required*

*Current certification in Water Safety Instruction (preferred)*

### Arts and Crafts

The Arts and Crafts program leader is responsible for directing and supervising the arts & crafts program including crafts, scrapbooking, jewelry, sewing, tie-dye and leather classes. Responsibilities include developing and implementing an overall arts & crafts vision, training and supervising the summer staff on the arts & crafts program, maintaining the crafts building, materials, and inventories in a safe and orderly manner.

*Minimum age: 18*

*Current certification in American Red Cross Lifesaving or YMCA Lifeguarding (preferred)*

## Program Leader Opportunities Continued...

### Media

The Media program leader photographs and videos all camp activities, uploads and organizes all video footage and photos, produces weekly session videos, shows session videos each week, oversees copying of all weekly session videos, and distributes photos and session videos.

*Minimum age: 18*

*Photography and video experience required*

### Worship

The Worship program leader is responsible for ensuring all staff are reminded of assigned worship, planning and implementing worship, bible study, cabin devotions, and vespers to be utilized when needed, finalizing the Discovery and Worship notebooks, ensuring all supplies are acquired for Discovery class, Vespers, etc.

*Minimum age: 18*

*Current certification in American Red Cross Lifesaving or YMCA Lifeguarding (preferred)*

## Lifeguard

Lifeguards participate in and support all areas of the camping program. Responsibilities include lifeguarding, teaching various camp classes, assisting in maintaining program areas and supplies in safe and proper working order, leading or assisting in worship services as needed, serving in kitchen duties as assigned, and assisting with program preparation and clean up as needed.

*Minimum age: 18*

*Current certification in YMCA Lifeguarding required*

## Operations Staff

Operating a camp of almost 750 campers per summer requires more than just a counseling and program staff. Other important employment opportunities include:

### Health and Safety Director

The Health and Safety Director is responsible for overseeing the infirmary, volunteer nurse program, and well-being of staff and campers. Responsibilities include maintaining the infirmary, providing first aid and limited medical supervision to staff and campers, developing and implementing health and safety procedures, and supervising and scheduling clean-up activities to maintain camp in a clean and sanitary condition.

*Minimum age: 21 (preferred)*

*Interest, experience, and /or education in health or medical related field required*

*Current certification as North Carolina Emergency Medical Technician or in WFA (preferred)*

### Navigator

With almost 90 campers a week and over 20 staff members, organizing schedules can be complicated. It is up to the Navigator to schedule all staff for classes, planning periods, bible study, and other tasks. Included with this responsibility is helping to make sure camp runs smoothly each day. In addition, the Navigator is responsible for working with both youth and adult volunteers, including leadership and development of youth volunteers and communication with all volunteers. This person must be highly organized, have strong interpersonal skills, and be able to multi-task.

*Minimum age: 21 (preferred)*

## February 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday           | Saturday         |
|--------|--------|---------|-----------|----------|------------------|------------------|
|        |        |         |           |          |                  | 1                |
|        |        |         |           |          |                  |                  |
| 2      | 3      | 4       | 5         | 6        | 7                | 8                |
|        |        |         |           |          |                  |                  |
| 9      | 10     | 11      | 12        | 13       | 14               | 15               |
|        |        |         |           |          |                  |                  |
| 16     | 17     | 18      | 19        | 20       | 21               | 22               |
|        |        |         |           |          | Staff Interviews | Staff Interviews |
| 23     | 24     | 25      | 26        | 27       | 28               |                  |
|        |        |         |           |          |                  |                  |

## March 2025

| Sunday         | Monday | Tuesday | Wednesday | Thursday | Friday         | Saturday       |
|----------------|--------|---------|-----------|----------|----------------|----------------|
|                |        |         |           |          |                | 1              |
|                |        |         |           |          |                |                |
| 2              | 3      | 4       | 5         | 6        | 7              | 8              |
|                |        |         |           |          |                |                |
| 9              | 10     | 11      | 12        | 13       | 14             | 15             |
|                |        |         |           |          |                |                |
| 16             | 17     | 18      | 19        | 20       | 21             | 22             |
|                |        |         |           |          | Staff Training | Staff Training |
| 23             | 24     | 25      | 26        | 27       | 28             | 29             |
| Staff Training |        |         |           |          |                |                |
| 30             | 31     |         |           |          |                |                |
|                |        |         |           |          |                |                |

## April 2025

| Sunday              | Monday | Tuesday | Wednesday | Thursday | Friday         | Saturday            |
|---------------------|--------|---------|-----------|----------|----------------|---------------------|
|                     |        | 1       | 2         | 3        | 4              | 5                   |
|                     |        |         |           |          | Staff Training | Flashlight Egg Hunt |
| 6<br>Staff Training | 7      | 8       | 9         | 10       | 11             | 12                  |
| 13                  | 14     | 15      | 16        | 17       | 18             | 19                  |
| 20                  | 21     | 22      | 23        | 24       | 25             | 26                  |
| 27                  | 28     | 29      | 30        |          |                |                     |

## May 2025

| Sunday | Monday | Tuesday | Wednesday      | Thursday | Friday | Saturday |
|--------|--------|---------|----------------|----------|--------|----------|
|        |        |         |                | 1        | 2      | 3        |
| 4      | 5      | 6       | 7              | 8        | 9      | 10       |
| 11     | 12     | 13      | 14             | 15       | 16     | 17       |
| 18     | 19     | 20      | 21             | 22       | 23     | 24       |
| 25     | 26     | 27      | 28             | 29       | 30     | 31       |
|        |        |         | Staff Training |          |        |          |

### June 2025

| Sunday              | Monday | Tuesday                     | Wednesday           | Thursday | Friday               | Saturday |
|---------------------|--------|-----------------------------|---------------------|----------|----------------------|----------|
| 1                   | 2      | 3                           | 4<br>Staff Training | 5        | 6                    | 7        |
| 8<br>Staff Training | 9      | 10<br>Session A: Ages 3-6   | 11                  | 12       | 13                   | 14       |
| 15                  | 16     | 17<br>Session C: Ages 11-13 | 18                  | 19       | 20                   | 21       |
| 22                  | 23     | 24<br>Session D: Ages 8-10  | 25                  | 26       | 27<br>Staff Training | 28       |
| 29                  | 30     |                             |                     |          |                      |          |

### July 2025

| Sunday | Monday | Tuesday                     | Wednesday | Thursday | Friday              | Saturday |
|--------|--------|-----------------------------|-----------|----------|---------------------|----------|
|        |        | 1                           | 2         | 3        | 4<br>Staff Training | 5        |
| 6      | 7      | 8<br>Session E: Ages 15-17  | 9         | 10       | 11                  | 12       |
| 13     | 14     | 15<br>Session F: Ages 11-13 | 16        | 17       | 18                  | 19       |
| 20     | 21     | 22<br>Session G: Ages 13&14 | 23        | 24       | 25                  | 26       |
| 27     | 28     | 29<br>Session H: 8-10       | 30        | 31       |                     |          |

### August 2025

| Sunday        | Monday | Tuesday | Wednesday | Thursday | Friday             | Saturday |
|---------------|--------|---------|-----------|----------|--------------------|----------|
|               |        |         |           |          | 1<br>Staff Wrap-up | 2        |
| 3             | 4      | 5       | 6         | 7        | 8                  | 9        |
| Staff Wrap-up |        |         |           |          |                    |          |