



CORE TEAM BOSS

Job Description

QUALIFICATIONS AND REQUIREMENTS

- 18 years or older
- Be a servant-leader, willing to step up and serve in any capacity when asked.
- CTB should have great Time Management, Organization, Responsibility and Leadership Skills.
- Pour into Core Team members spiritually by daily checkins and a daily devotionals.

CHAIN OF COMMUNICATION

- Report to Camp Director any issues regarding the property, equipment and staff.
- Collaborate with Programmer for scheduling changes and or location changes.
- Communicate well with Core Team.

PRE-CAMP RESPONSIBILITIES

- Be present at necessary staff training
- Complete and turn in Youth Protection Training and W9 forms to Hospitality Director before the start of your first camp.
- Prepare yourself spiritually, mentally, and physically prior to coming out to camp.
- Contact members of the Core Team and discuss: Job Description, Encouragement, and any pre-camp needs they may have.
- Collaborate with team for pre-camp set-up. You will be giving a checklist for each day.
- Meet with CD about needs and responsibilities for the week daily with regular check-ins.
- Make sure you have a weekly overview schedule and a schedule for every day of the week.

CAMP RESPONSIBILITIES

- **Be present at necessary staff training**
- **Prepare yourself spiritually, mentally, and physically prior to coming out to camp**
- **Collaborate with team for pre-camp set-up the morning of the first day of camp.**
- **Meet with CD/Program about needs and responsibilities each day**
- **Lead daily meetings, with Core Team, communicating expectations and delegating responsibilities**
- **Lead and facilitate core team devotional each day of camp to spiritually pour into the team.**

POST-CAMP RESPONSIBILITIES

- **Debrief with Core Team.**
- **Gather and pack up all equipment, water jugs, trash and etc.**
- **Help with camp clean up.**
- **Complete Staff Evaluation.**