

## **EMERALD COVE DAY CAMP**

### **Support Team Job Description 2026**

#### **PURPOSE OF ECDC:**

To create an environment of God's love to all members of the ECDC community, thereby growing character, skills, relationships, and faith.

#### **OVERVIEW:**

Support Team members are a part of the Operations Department, while providing needed support as Activities Leaders. Support Team members report to the Support Lead and ensure the cleaning, set-up and functionality of ECDC's facilities and daily activities. As directed by the Support Lead and Activities Lead, Support Team Staff fill in as activity leaders. As with all ECDC staff members, Support Team Staff ultimately strive through their work to help accomplish the purpose of ECDC.

#### **PRIMARY RESPONSIBILITIES** – Daily/weekly responsibilities of the department include:

1. General set-up, cleaning of ECDC leased facility and all public areas.
2. Litter and trash maintenance as well as water cooler maintenance.
3. Care and maintenance of buildings and grounds: activity areas, classrooms and fields.
4. Participation in set-up and tear-down of activities.
5. Cleaning camp vehicles.
6. Special projects such as constructing, and repairing activity material.
7. Fulfilling the role of assisting Activities Specialists in the leading of activities, following all instructional and safety guidelines, and providing assistance as needed.

**OTHER RESPONSIBILITIES:** In addition to regular daily or weekly maintenance tasks, the Operations Staff will be asked to support the camp program in a number of ways including, but are not limited to:

1. Participating in Staff Training and weekly devotion opportunities.
2. Stocking, organizing and inventorying of the ECDC storage trailer.
3. Assisting the program staff with special events such as adventure games, special celebrations, etc.
4. Providing supervision to campers as a "pod group support" at lunch, activities, in emergency, or as requested.
5. Understand and follow the assigned role on the Site Operations Team as found on the Emergency Response Plan in the event of an emergency.

#### **QUALIFICATIONS:**

1. Have a relationship with Jesus and be willing to support Counselors' lead in faith development of campers.
2. Possess strong work ethic and complete projects.
3. Work well with others, as well as independently with minimal supervision.
4. Ability to teach campers basic skills and strategies in given activities.
5. Have the strength and endurance to work a physically active 5-day/week job (can walk 3 miles and lift 40 lbs. while participating in an outdoor environment) as well as participate in projects such as lifting, digging, loading, repairing, cleaning, etc.

#### **Helpful Reminders:**

1. Seek to put others before your needs
2. Be a flexible and enthusiastic team member
3. Be dependable and on time
4. Be willing to participate in camp activities and community during free time.
5. Be intentional in growing your relationship with God