



Operations Staff Positions

What to Expect

Thank you for your interest in serving as a member of Ridge Haven's Operations Staff (OPS)! The following jobs will fall under the umbrella of the Operations Staff: Camp Photographer, Kitchen Crew, Office Team, Housekeeping Crew, Program and Activity Team, Lifeguards, and Maintenance Crew. These roles are fundamental to our ministry. While serving in a specific functional need at camp, you will also be expected to provide leadership and mentorship to the high school students (CSI) working with you. OPS will participate in counselor training in order to be prepared for this type of leadership. We are looking for talented, hardworking individuals who will use their skills to both serve the campers and guests as well as to commit themselves to encourage a Christ-centered community.

A summer of working at Ridge Haven will be one of the most difficult jobs you have ever worked, but we hope that it will also be incredibly rewarding as you live, work, and serve alongside others and create meaningful relationships.

Following this letter, you will find Job Descriptions. Please read carefully as this list describes responsibilities and requirements to give you an idea of what will be expected of you as a member of the Operations Staff at Ridge Haven.

Summer Details

Operations Staff (OPS) need to arrive at Ridge Haven by dinner on Sunday, **May 19th**, 2024 for staff training. Our summer camp season begins on May 27th and concludes August 10th. OPS will be free to leave on the evening of **Saturday, August 10th**. Generally, our camp week starts every Monday and concludes on Saturday around lunchtime. Retreats are often from Friday through Sunday. OPS schedules will differ from job to job and week to week. Your schedule will follow the needs of the position. OPS will receive at least 1 day off each week. Your free time may be used for you to relax, fellowship, and worship. We will gather as a staff for worship on Sunday nights in preparation for our next week of camp.

Ridge Haven is also hiring summer positions for the Ridge Haven Cono campus in Walker, Iowa. If interested, contact us for more info! ridgehaven@ridgehaven.org

Compensation

OPS will receive compensation from Ridge Haven for a full summer's commitment, in addition to room and board. Additional compensation may be applicable depending on experience. All can raise support under the "Deputized Support Raising Guidelines", which are distributed upon being hired.



Time Off

The summer schedule at Ridge Haven is extremely busy, requiring our staff to be at full strength the entire time. We will ensure each of our staff members a day off every week because we certainly understand the necessity of rest. But we are looking for staff members who can commit their summer to the ministry of Ridge Haven. If there is a certain time that you would like to request off during your time at Ridge Haven, it will need to be pre-approved before you are hired. Take into consideration the fact that applicants who have requested less time off will be more readily hired. Please also know that we will do our best to accommodate time off for emergencies.

Next Steps

Once we receive your [online application](#), you may be contacted to schedule an interview. We ask you to join us in praying that God directs our steps in this matter. Since there are many applicants and space is limited, we would encourage you to complete the application as soon as possible. Contact us at ridgehaven@ridgehaven.org with any questions you may have during the application process.

OPS Staff Job Description

Summary

The Operations Staff positions are summer-long jobs with the task of (1) providing skilled work in a specific role (2) providing leadership and supervision to the younger members of the team. Ridge Haven OPS are expected to have a passion for sharing the love of Jesus with those around them – campers, retreat guests, and other staff members. While OPS are hired for specific positions, they are to remain flexible to work in various departments when the need arises, including camp counseling. The OPS will function as a larger team to shape the culture and work ethic of everyday camp operations. Each OPS member should be prepared to lead activities, provide basic first aid (training given during staff training), assist in campus cleanup at week's end, and other responsibilities as assigned to support the ministry of Ridge Haven.

Operations Staff Roles

OFFICE: help with administrative needs as well as help run the Haven (campstore) and Bookstore.

KITCHEN: responsibilities include: cooking/meal prep, serving in the dining hall, and cleaning the kitchen and dining hall.

LIFEGUARD: certification will be provided during staff training. Head Lifeguard will organize the other Lifeguard schedules and be responsible for ensuring all policies and procedures at the lake and pool. They are required to be great swimmers and extremely dependable.

MAINTENANCE: responsible for the upkeep and care of the campus grounds and general campus maintenance. Any landscaping or maintenance experience welcomed.

PHOTOGRAPHER: taking pictures around campus of the various activities. They will be responsible for editing and uploading the pictures to our social media site each day.

HOUSEKEEPING: prep rooms for arrivals, as well as clean, do laundry and shut down lodging and meeting spaces when groups depart.

PROGRAM/ACTIVITY TEAM: assist with the morning and evening assemblies. They will be part of the skits, and lead games. They must be comfortable on stage. They will also be responsible for set up/tear down of camp activities during the day.

WORSHIP TEAM: share the gospel through worship, possess mastery of an instrument (preferably guitar), be comfortable on stage, and able to lead the diverse ages of children in worship.

Qualifications

- › Be a Christian who is growing in the Lord
- › Confess the Reformed Faith as it is contained in the Westminster Confession of Faith and Catechisms of the Presbyterian Church in America (PCA)
- › Have completed high school or the equivalent life stage
- › Passionate about impacting young people in a positive, Christ-like way
- › Possess the maturity, gifts, and skills necessary for working in a team
- › High energy, enthusiastic, enjoy the outdoors, and have a passion for serving others
- › Be willing to work with all age groups
- › Be willing to work a variety of tasks for long hours
- › Be willing to work weekends
- › Be willing to submit to authorities

Expectations

- › Set a consistent example of Christian faith and discipleship
- › Supervise and share life with the CSI – Encouraging and mentoring them so as to challenge them to embody the gospel in their thoughts, feelings, and actions
- › Provide leadership in maintaining a safe and orderly environment and when necessary addressing unruly behavior
- › Participate in meetings, games, and activities
- › Cooperate fully with each camp director, carrying out all duties assigned by him or her in a responsible, efficient manner
- › Make available his or her gifts and talents for the benefit of the camp
- › Serve in other areas when needed, which may include: camp activities, child care, kitchen duty, housekeeping, maintenance, grounds, sound and technical needs, photography, lifeguarding, office work, and any other area contributing to Ridge Haven’s ministry
- › Demonstrate respect for personal property, camp equipment and facilities
- › Exercise good discipline in the areas of personal hygiene, punctuality, and sportsmanship

Additional Expectations

- › Attend worship services each Sunday at a local PCA church.
- › Pack light—you will be moving cabins each week. Living quarters will be tight and we ask you not to bring any more than your bedding, a large duffle bag, and one other item (guitar, bike, pogo stick, fishing pole, etc.).
- › Be flexible—because we demand a high level of customer service, we may make changes at the last minute in order to suit our customer’s needs. You must be able to adapt readily and quickly with a good attitude.
- › Expect to work harder than you ever have before. You can expect to have at least one day off every week.



Raising the Bar

Because we want to create a loving, trusting community, it is imperative that our Operations Staff uphold God's Word as the ultimate standard for holy living. Therefore, we must insist that the following be submitted to without question:

- › Refrain from alcohol, tobacco, and illegal drugs during the summer, including weekends
- › Exercise self-control with sportsmanlike conduct and Godly behavior
- › Use only words that edify and encourage others (no profanity or abusive words)