

Need proper documentation that you are certified by the Red Cross in First Aid, CPR, Waterfront Safety and Life Guarding. KBY is prepared to make reimbursement for costs related to acquiring these credentials, if the expense is in current year.

Highlights of the positions include: (Full contract available before hire)

1. You will work in cooperation with each camp director.
2. Abide by and when necessary enforce all camp rules and policies. If there is a question about policy, ask the Director or call the West Area Office for clarification.
3. There may be some cabin, counselor or group leader responsibilities, which are not to interfere with the other responsibilities.
4. **Waterfront Activities at Kum-Ba-Ya**
 - * Check condition of all water equipment regularly. Store the equipment on the hooks in the shed when not in use. This is to be done after each use.
 - * DAILY, check the beach area and remove debris, branches, logs, cans, etc.
5. **Coordinate First Aid/Medical Activities at Kum-Ba-Ya**
 - * Must follow Policies of the Christian Church In KY regarding presence of another adult during treatment.
 - * Know the route to the Emergency Room.
 - * Establish and Revise Plan for Emergencies.
 - * Be on call on site each night of a camping event.
 - * Administer First Aid as necessary. At all times, there is to be an adult counselor or adult staff member with you when treating a patient, no matter what the treatment.
 - * Transport injured campers/counselors to hospital if necessary. Give all medications, Doctor reports to the director. Call Cathy Hubbard if a camper goes to the hospital.
 - * Complete all necessary paperwork (insurance, medicine reports, etc.)
6. **Housekeeping**

Campers are responsible for cleaning the bathrooms daily in the main lodge and the bathhouses. You are responsible for making sure:

 - * Cleaning Supplies are in the bathhouses, including brooms, dust pans, towels, etc.
 - * Mirrors are washed, sinks cleaned, toilets scrubbed.
 - * Bathrooms have toilet articles. Check at least twice daily.
 - * Campers are to clean the dining hall after each meal. Make sure the supplies are available in the window (sponges, etc.) for their use. Dining Hall floors are camper responsibility. Make sure there is CLEAN! mopwater with cleaning liquid in the buckets. Make sure the mops and the buckets are rinsed out after they are done. Do this after each meal.
 - * Keep the Craft Closets organized, like things together.
7. **Cook's Aide:**
 - * Assist in preparation of meals, breakfast, lunch, dinner and snack times.
 - * Wash and put away dishes, etc. Clean the dishwasher room – includes mopping the floor daily.
 - * Make sure there is fresh ice in the cooler in the dining hall at all times
 - * Make sure there is milk in the dispenser and that it is not dripping
 - * **Assist** cook with keeping the kitchen and pantry clean. Sweep and mop daily
 - * **Assist** cook with putting away supplies
 - * **Snacks:** Assist Cook in preparing snacks. Clean up afterwards. You will need to stay in the main lodge to be available to give change during snack time.
7. **General Camp Duties**
 - * Attend to maintenance, storage, distribution & supervision of recreation equipment and program resources. Put all equipment away each day.
 - * Police the grounds for litter. Help keep the camp free of litter at all times.
 - * Check and empty ALL trash receptacles throughout the main lodge and the grounds, taking to the Dumpster immediately. At no time, is trash to be left outside any building.
 - * Chemically treat all bathrooms at the end of **each** event. (bathhouses and main lodge) prior to leaving for the weekend.
 - * Make sure there is firewood available for camp-fires for each event.
 - * **Walk-thru Report.** All cabins are to be inspected with the Director on the first and last day of each event. This form is to be completed and signed by both.
 - * Assist Camp Directors as requested.

Camp Kum-Ba-Ya
Christian Church In Kentucky—West Area
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Email: cckwaglo@bellsouth.net

We have two positions available for 2015 camping season. Both positions will have some shared duties, depending on qualifications. A detailed job description will be available in February 2015. A Food Handlers Class is required for both positions and will be reimbursed. The second page highlights the jobs at Kum-Ba-Ya. Copies of all certifications are to be submitted with this form. Deadline to apply is: January 10, 2015. If interested in the position and application is submitted, a complete Job Description will be mailed at a later date.

Positions: Camp Safety Officer/Recreation Equipment Supervisor/Cook Aide

Trainings Required:

Waterfront Safety ___Yes ___No CPR Training ___Yes ___No Food Handlers ___Yes ___No

Name _____

Address _____

City/State/Zip _____

Telephone " _____ Cell _____

Email _____

Home Congregation (Name/City/State) _____

Minister _____ phone _____

REFERENCES: Please list three persons who are familiar with your character.

Name _____

Address _____

City/State/Zip _____

Telephone " _____ Cell _____

Email _____

Relationship (check all that apply) ___ Co-Worker ___ Supervisor ___ Friend ___ Other

Name _____

Address _____

City/State/Zip _____

Telephone " _____ Cell _____

Email _____

Relationship (check all that apply) ___ Co-Worker ___ Supervisor ___ Friend ___ Other

Name _____

Address _____

City/State/Zip _____

Telephone " _____ Cell _____

Email _____

Relationship (check all that apply) ___ Co-Worker ___ Supervisor ___ Friend ___ Other

Briefly tell us about you, your abilities and why you want to work at Kum-Ba-Ya. _____

