

JOB DESCRIPTION

POSITION: LIT Leader

This is a labor-intensive position overseeing the L.I.T staff throughout the summer. It requires a spiritually mature, hard-working individual who is able to manage and disciple others in a routine work environment.

RESPONSIBLE TO: Program Administrator, Camp Director and/or Head Cook

QUALIFICATIONS:

1. Has had a salvation experience resulting in a sincere love for the Lord and a desire to see campers come to know and grow in Jesus.
2. Be in agreement with the philosophy, doctrine, and policies of Big Sky Bible Camp.
3. Evidence of a consistent daily walk with the Lord emphasized by prayer and Bible reading.
4. Shows willingness to learn new skills that will benefit the camper and his/her experience during his/her week at camp.
5. Be willing to forego personal rights for the common good of the camp and the campers.
6. Be flexible to work with other staff and campers.
7. Be self motivated and willing to work hard.

RESPONSIBILITIES:

Pre-camp:

1. Complete staff application.
2. Read staff training material in preparation for staff training.
3. Be aware of the duties and assignments expected of him/her for the summer.
4. Begin spiritual preparation for the summer ministry.
5. Attend staff training.

First day and as campers arrive:

1. Spend time in devotions each day.
2. Get acquainted with other staff members.
3. Get a good night's rest before campers arrive.
4. Check to make sure dining room is set up, clean and ready to go for the campers.
5. Check with the cook to make sure that everything is ready for the first meal.
6. Receive any materials necessary, i.e. camp books, dorm lists, activity assignments, etc.
7. Be aware of any medical problems or special needs of your LIT participants.
8. Greet LIT participants and parents as they arrive in registration area or in the kitchen.
9. Help with luggage as needed.

10. As LIT participants arrive in the dorm, make them feel comfortable and “at home” ...find a bed, place to put luggage.
11. Introduce LIT participants to one another.
12. Roughly familiarize LIT members with the schedule.
13. Do a dining room orientation with the LIT members familiarizing them with the following:
 - a. Turning on and off the dishwasher
 - b. Dishwashing procedures
 - c. Procedures for wiping down tables, serving line
 - d. Procedures for dry mopping, sweeping, wet mopping
 - e. Procedures for serving food
 - f. Procedures for cleaning buildings

During the regular camp session:

1. Attend staff meetings as possible
2. Lead a short devotional and prayer time each morning with the LIT's.
3. Arrive at meals at least 1/2 hour before meal time to begin prep which includes the following:
 - a. Getting drinks ready and pitchers and cups on the tables (use blue and white for water – *two* water pitchers per table – and colored pitchers for juice – juice pitchers should have lids on them)
 - b. Plates on the serving line and anything else that is necessary
 - c. Starting on dishes if there is a pile from the meal prep
 - d. Placing food scrap tins at each table with spatulas
 - e. Checking with the cook for any other necessary preparations
4. Clean up after each meal performing the following (duties may vary per meal, for example, wet mopping is not necessary at each meal).
 - a. Campers should bring plates, cups, and silverware to appropriate dish stations. Work crew can collect pitchers and dump buckets.
 - b. Check for Table Honor
 - c. Clear Tables as needed
 - d. Empty dump buckets into scrap bucket
 - e. Wipe down serving table after dishes are finished
 - f. Wipe down tables, napkin holders, s&p
 - g. Wipe down chairs (seat, and both sides of the back)

Note: If two people are wiping things down, different buckets and different clothes should be used for tables and chairs (use the tables bucket and cloth for steam table, etc.) If only one person is doing this job, change water between wiping down tables and chairs, and use different clothes.
 - h. Sweep: dining hall, ramp, balcony, and kitchen (be sure to sweep under chairs and tables)
 - i. Vacuum rugs
 - j. Spot mop using clean water

- k. Empty all trash cans following the evening meal (check with cook daily to see if it is needed after other meals) replace liners
 - l. Breakdown cardboard boxes following each meal and collects recyclable items and haul to garbage house
 - m. Check napkin holders for refill
 - n. Sweep and mop kitchen following evening meal
 - o. Check the salt and pepper shakers
- 5. Check on the following buildings for cleanliness:
 - a. Dining Room Basement
 - b. Chapel and bathroom
 - c. Craft Room/Camp store
- 6. Other duties may include:
 - Washing camp vehicles
 - Setting up for special events and banquets
 - Possible work projects around the grounds
 - Assisting with program and electives

On Closing Day:

- 1. Know the special closing day schedule.
- 2. Supervise packing and cleaning up of the cabin.
- 3. Retrieve medications and make sure they are packed in the LIT's bags.
- 4. Check on lost and found items. Please return them to the right person.
- 5. Have LIT members clean your necessary areas (chapel, kitchen and downstairs dining hall, etc) as best as you can before they are dismissed.
- 6. Be sure kitchen is completely cleaned and mopped before LIT members are dismissed.