

**Summer Camp Assistant
Employment Responsibilities, Contract and Covenant
Camp Kum-Ba-Ya 2025**

This contract and covenant, entered into this ____ day of _____, 2025, between _____, hereinafter known as Employee, and Camp Kum-Ba-Ya (Christian Church In Kentucky—West Area), hereinafter known as KBY, stipulates the following:

Employment and the effectiveness of this contract shall not begin without presentation of proper documentation of certification by the Red Cross in First Aid and CPR, and also completion of a food employee certification, if required by Marshall County Health Department. KBY is prepared to make reimbursement for costs related to acquiring these credentials, if the expense was incurred in the last twelve months. A background check is required and a form will be given to you prior to you signing this agreement.

In the performance of this job the employee is directly responsible to the Camp Manager (CM). If problems arise during the camping season, report these to the CM. Problems and or concerns are not to be discussed with directors, campers, counselors or other staff members.

The contract is from May 31-June 6 and June 22-28, 2025. As a member of the camp staff the employee is required to abide by all camp rules.

Camp environment is a place to get away from outside influences and discussions. We want each camper, counselor and staff member to feel safe, protected and loved. Please be sensitive and respectful of the diversity of our campers and staff.

General Camp Duties

The employee shall

- At no time may a camp staff person be unobserved, alone with a camper as stated In the Policy and Procedures Manual.
- Abide by and when necessary enforce all camp rules and policies. If there is a question about policy, call the CM for clarification.
- When an entrance gate is installed, it should remain locked at all times while camp is in session. The employee may be asked to assist with unlocking/locking the entrance gate when suppliers need to enter the facility. No **visitors** are allowed on site, except vendors, emergency personnel and other specifically approved by the CM.
- Assist with walking the grounds (including trails and remote worship areas) regularly monitoring equipment/facility for deterioration/damage and trash, brush, and other obstructions that need to be cleared/repared. Repair damage and/or clear clutter as needed.
- Assist with checking and emptying 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.
- Assist with sanitizing all shower facilities at the end of each event. This is to be done in the bathhouses and main lodge prior to leaving.
- Assist with minor repairs to equipment and facilities, and shall call or text to report to the Camp Manager for assistance in minor/major repairs such as water leaks, reports of cold showers, etc.
- Assist with maintenance, storage, distribution and supervision of recreation equipment and program resources. Put all equipment away each day.
- Check the beach area DAILY to remove debris, branches, logs, cans, etc. This is to be done BEFORE campers arrive to swim.
- Assist with sizing/fit of lifejackets, canoeing activities, the loading/unloading of canoes when such activities are not in conflict with free swim activities.
- Assist with ensuring that wood, kindling, and other fire building materials are available for campfires. (The employee may be requested to set up campfires at the direction of an event Director.)
- Assist with a complete cleaning of the facilities at the end of camp.

- Assist with washing and putting away camper dishes, etc. (The campers bring the dirty dishes to the window and dump leftover food in the trash.)
- Put a pan of warm soapy water for the silverware in the window as well as pan for glasses and dishes, and a bucket with sanitizing solution and sponges for table clean-up for each meal.
- Assist the Kitchen Manager in keeping the kitchen and dishwasher room clean.
- Assist with maintaining cleaning supplies for use by campers who clean bathrooms, dining hall, and bathhouses daily.
 - Including brooms, dustpans, towels, etc. cleaning solutions and paper products, and
 - Ensuring mirrors are washed, sinks cleaned, and toilets scrubbed.
- Assist with maintaining fresh ice in the cooler in the dining hall and ice water in the drink cooler at all times
- Assist the Kitchen Manager with meal set up and serving.
- Assist Kitchen Manager in preparing snacks as requested.
- Assist with stocking canteen snacks and drinks daily in the containers in the dish room in preparation for canteen activities. (Each director will determine canteen times.)
- Be responsible for securing the canteen money box when not in use.
- Assist with snack and canteen clean up.
- Assist with first aid /medical activities and general safety at Kum-Ba-Ya.
- Prior to camping season, employee shall review the Medical Emergency policy and the Plan for Emergencies.
- Turn in receipts for all purchase to the CM on a weekly basis. Receipts shall be marked indicating if a food, first aid, craft or games purchase.

Coordination with Event Directors

- Work in cooperation with each camp director. All camp staff (counselors) requests shall come through the camp directors.
- Participate in camp activities **only** at the invitation of the Director.
- Assist Directors and Counselors in locating, storing, maintaining and set-up for the necessary recreation equipment for programming.

End of Camp Audit and Clean Up

- Assist with the end of camp audit and clean up, as requested.

KBY is offering a total salary and taxes of \$1,006.32. All approved mileage will be reimbursed at current IRS rate. Salary may be paid in one or two installments as agreed upon before the season starts.

Signed: _____ Date: _____

Social Security Number _____ Cell# _____

Address: _____

Driver's License # _____ State: _____

Signed: _____ Date: _____
 Becca Teckenbrock, KBY Camp Manager

Signed: _____
Rachel Nance Woehler, West Area Regional Minister

Date: _____

Signed: _____
Sean Mestan, KBY Advisory Team Chair

Date: _____

Camp Kum-Ba-Ya Schedule (Arrival and Departure Times) 2025

For information about our 2025 summer camps and camper arrival and departure times, see <http://www.campkumbaya.org/wp-content/uploads/2025/01/2025-Camper-Registration-Guide-1.pdf>.

