

Thank you for considering an exciting and challenging opportunity in summer ministry as part of the 2018 Ozark Mission Project College Staff. The deadline to apply is **Monday,** **December 4, 2017.** **If your submitted application is incomplete, you will not be considered for a position.** All forms you need to complete for your application are located on our website. These online forms include the Application and Reference Form.

If you are selected for an interview, they are scheduled for **Thursday, December 14, 2017 and Friday, December 15, 2017.** All interviews will take place in Little Rock, Arkansas. We will make our final hiring decisions by early January. If at any time during this process you choose to withdraw your candidacy, contact us immediately.

Below are four separate job descriptions for Paid College Staff, Camp Intern, Office Intern, and Director-In-Training (for 3rd/4th year staff only). Each of these positions have different employment dates and different responsibilities. Please ensure that you look over these job descriptions carefully when considering which position(s) to apply for. You can apply for one or all positions depending on your skills and experience.

Each staff member is required to raise **HALF** of his/her salary before camps begin. We will assist you with ways to do this, should you be hired. Our purpose in doing this is to connect others with you in this ministry and get more people involved in your summer experience. College Staff are encouraged to apply for the Adam Whiteman Scholarship which will provide $250.00 towards the amount College Staff are required to raise. Scholarship information will be given to all hired college staff.

Each staff member must furnish a vehicle. **We discourage small vehicles that do not allow for quantities of OMP materials in addition to your possessions. Trucks that can carry materials from camp to job sites are preferred.**

**Ozark Mission Project is a drug free work place. All employees are subject to random drug testing.**

We promise to you that we will prayerfully consider all the applications we receive. We want to ensure that the Lord is calling you to this place, in this position and at this time, so please do the same as you consider applying. If at any time you have questions or concerns, please contact Mallory Lindsey at 501-664-3232 or at [info@ozarkmissionproject.org](mailto:info@ozarkmissionproject.org). We look forward to hearing from you.



Paid College Staff Job Description

TITLE: PAID COLLEGE STAFF

GOAL: To establish a relationship with campers and to equip them to make a global difference.

RESPONSIBILITY: College Staff will work with the Construction and Tool Coordinators to estimate projects; check on the workmanship of projects; and with the Volunteer Program Director to provide

programming and evening worship services, and with the Camp Director for final responsibility.

AUTHORITY: College Staff have the authority to carry out the following tasks according to Ozark Mission Project policies. At camp they report directly to the Camp Director, however, as an employee they report to the Executive Director.

PROJECT TASKS: Attend all training events

### Assess and complete client visits

Coordinate with Construction/Tool coordinators to estimate project material needs

Ensure Family Groups have all supplies they need to complete their job

Assign a Family Group to each client

Work with each Family Group

Guide Family Groups in completing projects

Have vehicle to use on the job – preferably a truck

### Oversee the quality of work on each project

Vision Cast (What, Why, & How)

PROGRAM TASKS: Lead the programming in your major group – daily devotion

Assist in evening program and worship

Support other staff as needed

WORK DATES: May 31st-July 15th

SALARY: 1st Year: $2,000 (Half must be fundraised) plus mileage

2nd Year: $2,400 (Half must be fundraised) plus mileage

\*The reason we have part of the salary fundraised is to allow people in your community to invest in you and so you can learn fundraising skills.



Director-In-Training Job Description

TITLE: DIRECTOR-IN-TRAINING (3rd or 4th YEAR STAFF)

GOAL: To ensure that camp runs smoothly and that everyone involved: campers, neighbors, volunteer staff, and college staff, have a positive experience.

RESPONSIBILITY: Directors-in-Training will work with a mentor at each camp and assist with camp financials, camp projects, recruiting volunteer staff, and ensuring a positive experience is had by all. They will also commit to giving at least one week back as a director in the next 5 years. Assist director with any other items that may arrive.

TASKS: Directors-In-Training are in charge of everything surrounding their particular camp. Their mentor has the ultimate authority over them at camp.

BEFORE CAMP

(WITH MENTOR):

Attend the College Staff Commissioning Service

Ensure the camp has enough staff & their paperwork is in

Ensure all camp rosters are accurate

Have vehicle to use on the job – preferably a truck

Plan out Pre-camp meals

Communicate with the church contact

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AT CAMP: Track all pre-camp money, track all purchases, and collect all pre-camp receipts

Supervise and empower the College Staff

Ensure projects stay within the budget

Deal with any problems that arise throughout the camp

Support other staff as needed

Ensure all projects are done to the best of our abilities

In charge of staff spiritual and leadership development at camp

Inspect trailer and ensure staff supplies are not forgotten

Assist with any grant requirements

WORK DATES: May 31st -July 15th (with less than 20 hours of prep work prior to start date)

SALARY: $2,400 (Half must be fundraised) plus mileage (including director’s retreat)

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Office Intern Job Description

TITLE: OFFICE INTERN

GOAL: To assist with the logistics, publicity, and organization of the camp season.

RESPONSIBILITY: Will work in the office with the OMP staff to handle logistics, camp publicity and social media, and maintain organization throughout the camp season and directly after the camp season.

LOGISTICS: Assist the Recruitment & Logistics Director by picking up donated food

### Coordinate someone to deliver food to the correct camp

Help buy all canteen items prior to camp

Replenish any canteen items mid-week that the college staff needs

Assist with College Staff Training

Assist with the College Staff end of year service

PUBLICITY: Go to camp to take pictures and videos

Create a final camp season video

Assist in running social media (Instagram, Twitter, Facebook)

Call newspapers/magazines in areas we are attending camp

Invite community leaders to Neighbor Nights

Send out Thank You Letters

ORGANIZATION: Create College Staff inventory of items

Check in College Staff items at the end of the summer

Collect and input all paper surveys

Review camp summaries to compile database of neighbor, camper, & shower-house information

Review surveys from each camp and send report to camp directors

Review all surveys at the end of the summer and create a final report

All other duties as assigned by the Executive Director

WORK DATES: May 28-August 3

SALARY: $2,900 ($1000 must be fundraised) plus mileage

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Camp Intern Job Description

TITLE: CAMP INTERN

GOAL: To contribute to the organization of camp by assisting and supporting the staff.

RESPONSIBILITY: To ensure camp continuity and success by filling camp vacancies and supplementing the camp staff.

Tasks: Attend all training events

Have a vehicle to drive – preferably a truck

Oversee the quality of work on projects

Assist in evening programming and worship

Assist the staff as needed

Ensure Camp video gets completed

Collect volunteer addresses for database

Take pictures and shoot testimonials

POTENTIAL Roles: Program Director

-Help lead, organize, and prepare games, worship, and other activities

Camp Coordinator

-Ensure all the workings at camp (games, worship, canteen) run smoothly

Tool Coordinator

-Ensure all groups have the tools/supplies they need

Cook

-Cook for the camp, assist with donated meals, clean kitchen, prepare lunches

Worship Leader (Experience required)

-Lead the music at worship

Construction Coordinator (Experience required)

-Assist college staff in planning projects

Family Group Leader

-Drive a vehicle with 3 or 4 youth and work on their project with them

Paid College Staff

-To plan and lead projects

WORK DATES: May 31-July 15

SALARY: 1st Year $2,000 (half must be fundraised) plus mileage

2nd Year $2,400 (half must be fundraised) plus mileage

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