

## SUMMER STAFF JOB INFORMATION 2010

The Tall Oaks Conference Center is a conference center serving the churches for the Greater Kansas City Region of the Christian Church (Disciples of Christ). Although churches and groups from these regional churches are given priority in scheduling, other non-related groups are allowed to schedule the center in spaces not reserved for D.O.C. groups.

**TALL OAKS  
CONFERENCE CENTER**  
**P.O. Box 116**  
**12797 189<sup>th</sup> St.**  
**Linwood, KS 66052**  
**PH: 913-301-3004**

Types of groups using the Center range from: day and overnight youth camps, to adult retreats, seminars, and conferences, to family reunions, and business training sessions. The majority of the summer season however, is based around the K.C. Region's Youth Camping Program. Both the facility and the D.O.C. summer youth program are certified by the ACA (American Camp Association).

The purpose of Tall Oaks' summer staff is to provide: assistance to Tall Oaks' year-round staff, trained recreational instructor staff, and assist camp staff with evening programming. It is the intent of the Tall Oaks Conference Center to provide a meaningful summer work experience in a Christian environment. Preferences will be given to members of a Christian Church (DOC) in the Greater K.C. Region who are full time students.

**Age Requirements:** All applicants should be at least 18 years of age before June 1, 2010, must have graduated from high school, and preference will be given to full-time students. Adults of any age willing to live in a dormitory setting for three months during the summer will be considered. 1 or 2 Junior Staff (16-17 year olds) who drive in may be considered.

**General Position Statements:** Each position's daily duties will consist of their main instruction or work area as well as assisting with food service, housekeeping, maintenance, program assistance and secondary instruction areas as needed.

**Summer Staff Specific Positions:** Apply on the application for one or more of the following.

1. **Administrative Assistant:** (1 position) Person to work with Tall Oaks Administration in providing assistance in working with DOC church camps, office work, and as Administrator On Duty.
2. **Lifeguard:** (2-4 positions) To provide life guarding for Tall Oaks' guests. Prefer persons with current Lifeguard Training Certification. Requires at least a strong swimming background for on site training.
3. **Equestrian Instructor:** (1-2 positions). To assist with riding lessons, lead line, and trail rides, care and feeding of horses, and upkeep of equipment & facilities. Requires a strong horse background.
4. **Outdoor Adventure Instructor:** (1-2 positions). Strong leadership and instructional skills combined with better than average physical skills are required. To assist with leadership training at the OAK outdoor adventure course, teach orienteering, archery, and fishing as part of the outdoor programs we offer. Challenge course, rock climbing, or other outdoor experience a plus.
5. **General Staff\*\*:** A person with the ability to be trained in one or more positions above or has secondary skills and who is willing to work in a variety of experiences.
6. **Food Service Staff:** Trained to work in Food Service Department.
7. **Maintenance Assistant:** To assist with general maintenance duties.
8. **Camp Medical Specialist:** Requires a person with nursing, EMT, or at least CPR/1<sup>st</sup> Aid certification. This is a two month position and the applicant should be certified, highly organized and a very mature individual. **RN or LPN Nurse preferred.** Will work 24-7 for all D.O.C. church camps and be off during other sessions.

\*\* Preference is given to applicants able to work in more than one of the above positions, as our staff is usually small and everyone is needed to help with food service, housekeeping, & maintenance needs. We would prefer applicants that can combine lifeguarding, & outdoor adventure with food service, housekeeping, & maintenance needs. Equestrian Instructors usually don't cross train as much.

**Secondary Program Skills:** Indicate if you have skills or interest in leading activities in these areas: archery, canoeing, fishing, nature study, backpacking, tent camping, outdoor cooking, song leading, musical abilities, crafts, story telling, worship leading, Bible study.

### **Work Schedule**

**Summer:** All summer staff will report on a date designated later. That date will be some time around May 16, 2010. One-two weeks of training will be provided at that time. Full summer work schedule will conclude August 22nd. Those needing a shorter summer schedule will be considered.

**Weekly:** Each summer staff person will be assigned five days of work each week with two set days off each week in normal situations. Each summer staff person will be expected to be on call for evening duties 3-4 nights each week.

**Daily:** Each summer staff person will be assigned duties for the day to include a combination of duties from the following categories:

1. Primary recreational instruction or supervision or area of emphasis.
2. Assistance with dining room or dishwashing duties 1 or 2 meals per day.
3. Secondary recreational instruction if needed.
4. Office or administration duties as assigned.
5. Evening program activity assistance if needed.
6. Maintenance or grounds duties as assigned.
7. Housekeeping duties between groups.
8. Other duties as assigned by Tall Oaks Administration.

### **Benefits:**

**Room and Board:** All positions will include housing and meals for the length of employment. one or two drive-ins will be considered.

**Salary:** The base salary for all instructor positions is at least 200.00 per week for adult staff (\$150 for Jr Staff), paid on the 15<sup>th</sup> and the 30<sup>th</sup> of the month, with a \$600 bonus paid for full summer work. This may be negotiated with extra increments for a higher degree of training or experience., Administrative Asst., Medical Specialist, Head Lifeguard, and drive-ins' salaries will be negotiated individually.

#### **Other Benefits:**

1. Use of recreational facilities: Free time use of the swimming pool as well as scheduled use of other areas as available.
2. Paid holiday for 4<sup>th</sup> of July.

**Training:** Each person contracted to be on the summer staff may be expected to participate in one weekend of staff training in late April or early May. This will not be a paid work period, but all expenses will be paid.

The first 1-2 weeks of work will be set aside for specific on-the-job training of summer staff. NO summer staff will be put into a position without thorough training for the position.

**Application:** Applications will be accepted starting January 1, 2010; and will be accepted until all positions are filled.

**Interviews:** A personal interview at the Tall Oaks Conference Center is preferred. Interviews will begin in late January and continue until all positions have been filled.

**NOTE:** Tall Oaks has strict policies against the use of alcohol, tobacco, and illegal drugs.