



# CCC SUMMER STAFF DETAILS OF THE JOB

## SUMMER STAFF SCHEDULE

If hired, all summer staff will be required to be at Staff Training. Dates for training are May 20 - June 9, 2024. Required times may vary depending on job position and program. All Home Repair and Asheville applicants should be available to work anytime during June 9 - July 29. Breaks will be scheduled for you. All Honduras applicants should understand they will be in Honduras all summer long, and, if from the States, will not returning to the States until August 1.

For Home Repair and Asheville staff members, an end of the summer gathering is mandatory for all summer staff people on July 28-29. Your last official day of employment will be Monday, July 29.

If there are any scheduling conflicts (family reunions, graduations, etc.), please make us aware of those in your application and interview. We may be able to work with these conflicts if we know in advance. All current High School Seniors MUST fill out a HS Senior Form found on our website.

## COMPENSATION & BENEFITS

Salaries will be paid via direct deposit. If all partnerships have been raised, half of your salary will be deposited at the end of June the other half at the end of July. Mileage reimbursements checks will be written at the end of the summer.

## CAMP PARTNERSHIPS

Summer staff persons are required to raise the project and community service funds through Camp Partnerships. More information about the Camp Partnership plan will be sent to those who are offered positions. The thought of raising so much money can be intimidating, but please don't let this keep you from applying. It is much easier than it sounds and we are here to help you along the way!

## CCC STAFF PAY

### SCALE

#### Home Repair/Asheville

Project/Program Director: 1st Year: \$3,100  
2nd Year: \$3,200

Camp Coordinator: 1st Year: \$2,800  
2nd Year: \$2,900

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#### Honduras

Program Director: 1st Year: \$2,800  
2nd Year: \$2,900

Camp Coordinator: 1st Year: \$2,200  
2nd Year: \$2,300

## VEHICLES & EXPENSES

Carolina Cross Connection employees drive many miles. Staff vehicles are subjected to a fair amount of wear and tear during the summer, and we place a great deal of emphasis on and train our staff to care for vehicles, whether they are personally-owned or CCC-owned. If hired, those using personal vehicles for CCC-related travel will be reimbursed at the rate of \$0.16 per mile, up to 5,000 miles. Those unable to provide their own transportation may be able to use one of CCC's vehicles. Carolina Cross Connection also pays for all gas expenses while on CCC business.



## CCC SUMMER STAFF JOB DESCRIPTIONS

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**Ministry:** Home Repair, Asheville, Honduras

**Title:** Camp Coordinator

**Reports to:** Program Administrator, Project Director, Program Director

### **Summary of Position:**

The Camp Coordinator is tasked with the planning, coordinating, and execution of week long mission, worship, and spiritual growth experiences for groups of students and adults. Serves as the primary coordinator of a variety of experiences, with the goal of helping campers interact with people in the community, gain a deeper understanding of their circumstances, and carry out service projects. Camp Coordinators are also tasked with the planning, coordination and execution of all in-camp activities and worship services for those who attend Carolina Cross Connection, keeping track of all files, supplies, and paperwork.

### **Job Responsibilities:**

- Commits to working full days of long, hard hours. A typical day may last from 6:00 AM until 11:00 PM.
- Visits and fosters relationships with people in the community.
- Actively seeks donations from the local community.
- Shares equally in the creative process of planning and leading all in-camp activities.
- Participates, completely and enthusiastically, in all activities.
- Completes daily and weekly paperwork in a timely fashion.
- Ensures all aspects of camp, community, and worksites remain safe and healthy.
- Shares in the rotating responsibilities of in-camp and out-of-camp communications.
- Meets regularly with Camp Director for feedback and guidance to ensure expectations are met.
- Makes an effort to get to know and effectively lead all students and adults in camp.
- Emotionally supports campers as they are exposed to physical and spiritual poverty.

### **Preferred Qualities & Skills:**

- Organized, Task-oriented, & detail-oriented.
- Excellent time management skills.
- Excellent communication skills.
- Has vision and is able to think futuristically about Carolina Cross Connection.



## CCC SUMMER STAFF JOB DESCRIPTIONS

**Ministry:** Home Repair, Honduras, Asheville

**Title:** Program Director

**Reports to:** Program Administrator

**Experience:** Preferred one year on staff

### **Summary of Position:**

The Project Director is tasked with the planning, coordination, and execution of worship and spiritual growth experiences for groups of students and adults. The Program Director is the primary supervisor of a variety of worship experiences and camp activities, with the goal of helping campers experience Jesus in new and meaningful ways. They will work closely with their entire staff to include everyone's gifts in camp activities and worships. The Program Director is responsible for capturing stories from people in the communities we serve, taking pictures, and providing social media content to the Administration.

### **Job Responsibilities:**

- Commits to working full days.
- Leads worship planning conversations and executes plans.
- Helps pick songs for worship and prepares slides for campers to follow along.
- Coordinates set up and tear down for worship experiences, first/last-day-of-camp process, sharing, games, and overall flow of the week.
- Works with staff to incorporate weekly theme into daily activities.
- Purchases worship and camp activity materials and manages program budget.
- Regularly communicates with Camp Coordinators, providing technical advice and spiritual encouragement.
- Posts on social media by attending worksites and events throughout the week. Responsible for all media captured throughout the week.
- Ensures all program materials are inventoried and at the summer's end.
- Takes into consideration the age demographic and church structure for each week and modifies activities accordingly.
- Responsible for all worship technology – set up and maintenance.
- Hold an active role in in-camp activities and support Camp Coordinators where needed.

### **Preferred Qualities & Skills:**

- Organized, Task-oriented, & detail-oriented.
- Excellent time management skills.
- Excellent communication skills.
- Has vision and is able to think futuristically about Carolina Cross Connection.



## CCC SUMMER STAFF JOB DESCRIPTIONS

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**Ministry:** Home Repair

**Title:** Project Director

**Reports to:** Program Administrator

**Experience:** Preferred one year on staff

### **Summary of Position:**

The Project Director is tasked with the planning and coordination of service projects benefitting individuals and families in need, including organization, estimation, and scheduling. The Project Director is the primary supervisor of all things project related. They will work closely with the Camp Coordinators in that regard.

### **Job Responsibilities:**

- Assists with visits to meet people in need daily and assess service opportunities.
- Makes visits to plan and schedule projects, estimate time and materials, and help write lists of supplies.
- Addresses any and all safety concerns on work sites.
- Ensures homeowners are being communicated with and understand what CCC is about and what will occur.
- Coordinates proper material disbursement for each project - oversees ordering materials and delivery.
- Provides Camp Coordinators assistance and feedback in filling out weekly project paperwork.
- Regularly communicates with Camp Coordinators, providing technical advice and spiritual encouragement.
- Keeps self and Camp Coordinators informed of spending, working to keep it at a minimum.
- Ensures all projects are completed daily, weekly, and at the summer's end.
- Builds relationships with local lumber yards and building suppliers, seeking donations and discounts.
- Coordinates Tool Shed operation.
- Ensures all property, whether rented or owned, is properly managed and cared for.
- Hold an active role in in-camp activities and support Camp Coordinators where needed.

### **Preferred Qualities & Skills:**

- Organized, Task-oriented, & detail-oriented.
- Excellent time management skills.
- Excellent communication skills.
- Has vision and is able to think futuristically about Carolina Cross Connection.