



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 18, 2019 - June 8, 2019. Required times may vary depending on job position and program. All Home Repair and Urban applicants should be available to work anytime during June 12 - July 28. Breaks will be scheduled for you. All Overseas applicants should understand they will be in Honduras all summer long, not returning to the States until July 31.

An end of the summer gathering is mandatory for all summer staff people on July 28. 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.

PARTNERSHIPS

Summer staff persons are required to raise one-half of their salary, plus a portion of their living expenses through Partnerships. More information about the 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! We have found it is not uncommon for staff persons to raise more than needed in partnerships. Excess funds raised will be applied toward the program you are working in.

CCC STAFF PAY SCALE

Home Repair

Camp Director:	1st Year: \$2,800 2nd Year: \$2,900
Project Director:	1st Year: \$2,500 2nd Year: \$2,600
Camp Coordinator:	1st Year: \$2,200 2nd Year: \$2,300

URBAN

Camp Director:	1st Year: \$2,500 2nd Year: \$2,600
Camp Coordinator:	1st Year: \$2,200 2nd Year: \$2,300

Overseas

Camp 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

Ministry: Home Repair, Urban, Overseas

Title: Camp Coordinator

Reports to: Program Administrator, Camp Director, Project 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

Title: Project Director

Reports to: Program Administrator, Camp Director

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. He/she 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.



CCC SUMMER STAFF JOB DESCRIPTIONS

Ministry: Home Repair, Urban, Overseas

Title: Camp Director

Reports to: Program Administrator

Experience: Preferred one year on staff

Summary of Position:

The Camp Director serves as the Spiritual Director of their staff. The Camp Director primarily oversees and coordinates all activities of campers and summer staff. The Camp Director is to manage the performance of a summer staff made up of 3-5 other people, empowering them to be passionate, hardworking, motivated, enthusiastic, organized, cohesive, and Christ-centered. The actions and coordinating efforts of the summer staff are ultimately the Camp Director's responsibility. The Camp Director's hope and goal is to ensure the spiritual, social, emotional, and physical needs of campers, staff, and people we serve are met.

Job Responsibilities:

- Leads Staff spiritually by setting a Christ-like example through prayer and devotions.
- Hold regular staff meetings to plan activities, communicate expectations, and set goals.
- Has weekly one-on-one meetings with staff members to give and receive open feedback.
- Supervises Camp Cooks, Junior Staff (HOME & SW), and Translators (Overseas).
- Facilitate positive, open, and working relationships with Camp Caretakers.
- Primary liaison to church group leaders and adult campers, both before and during the camp week.
- Maintains an accurate account of cash, expenditures, mileage, and donations related to the camp.
- Reports weekly funds and expenditures to Administration.
- Works with staff to stay within budget, limit expenses, and raise donations.
- Facilitates relationships with community members for the purpose of partnership.
- Serves as "first responder" to any accidents or medical emergencies that may occur.
- Ensures all property, whether rented or owned, is properly managed and cared for.

Preferred Qualities & Skills:

- Able to confidently and swiftly handle conflicts and solve problems as they arise.
- Task-oriented & detail-oriented.
- Excellent time management skills.
- Excellent communication and public speaking skills.
- Has vision and is able to think futuristically about Carolina Cross Connection.