

Maranatha Summer Ministry Staff Position Descriptions

Guest Services

Front Desk Attendant This position consists of meeting guests' needs, providing general information, caring for guests registration, meal ticket sales, telephone and fax messaging, and general hospitality.

Night Desk Attendant This position provides overnight coverage for our front desk. The position includes providing general information, front desk accounting and bookkeeping, telephone and fax messaging, and general hospitality.

Accounting Assistant This position is assisting Maranatha's accountant in bookkeeping and financial affairs.

Bookstore Attendant This position services our bookstore. It entails assisting guests, cashier work, the production of cassette tapes, and maintaining and caring for the bookstore.

Housekeeper This position entails cleaning and servicing the 85 guest rooms, as well as the surrounding areas, each day with a team of 15 – 20 housekeepers.

Maintenance This position consists of repairs, upkeep and general maintenance of our facilities.

Groundskeeper This position consists of lawn and ground care and upkeep.

Night Security Guard This position maintains a patrol of Maranatha's grounds and buildings during the early evening and through the night.

Programming Staff

Nursery This position is the nursery care and nurturing of infants (0 – 18 months) during each morning and evening service.

Toddlers This position is the nursery care and programming for toddlers (18 – 2 years old) during each morning and evening service.

Pre-School This position is the care, programming, and directing of activities for beginner children (3 years old – kindergarten) during each morning and evening service. The programming is much like a vacation Bible school program.

Early Elementary This position is the programming and directing of Bible stories, songs, and activities for children (1st – 3rd graders) during each morning and evening service. This programming is much like a 'day camp.'

Late Elementary This position is the programming and directing of Bible stories, songs, and activities for children (4th – 6th graders) during each morning and evening service. This programming is much like a 'day camp.'

Teen Staff This position is the programming and the directing of teen Bible studies, worship, and activities during each morning and evening service. There are separate programs for Middle School (7th – 9th grade) and High School (10th – 12th grade). This position is similar to being a camp counselor.

Musician	This position requires daily rehearsals as well as performances with the group and solo during both the morning and evening services. <i>This position requires an audition.</i>
Sound Technician	This position entails setting up sound/visual equipment, recording all the worship services, managing the sound board, and maintaining the worship areas.
<i>Recreational</i>	
Rec Hut Personnel	The position provides guest assistance, manages and maintains Maranatha's mini golf, tennis, basketball, and volleyball courses, as well as canoes.
Crafts Assistant	This position provides assistance and care for guests with crafts production and maintains the craft room.
Lifeguards	This position assists in the operation and care of all pool and waterfront activities, as well as guest hospitality. Qualifications: CURRENT ARC lifeguard training, and ARC CPR for professional rescuer.
Climbing Tower Personnel	This position assists in the operations and maintenance of the climbing tower, as well as guest assistance and hospitality. Training will be provided.
<i>Food Services</i>	
Dining Room Server	This position includes guest hospitality, preparing tables for each meal, waiting and bussing tables.
Kitchen Engineer	This position includes working with a team washing dishes, maintaining the kitchen facilities, and assisting the chefs.
Cook's Assistant	This position entails assisting the cook with food preparation.
Salad Prep	This position entails salad and vegetable preparations.
Sweet Shop Attendant	This position includes food preparation, counter sales, and guest hospitality during the afternoon and evening hours.
Pool Snack Shop Attendant	This position includes food preparation, cashier work, and guest assistance during the afternoon hours.
<i>Administrative</i>	
Family Life Director	This position directs the family activities each afternoon and evening, leads morning Bible studies, and assists with the care of the guests.
Staff Coordinator	This position give direction to the overall staff in scheduling and coordinating the various departments with personnel.
Programming Supervisors	These positions coordinate, schedule personnel, and manage the programming for the various children's and youth departments.
Sweet & Pool Snack Shop Directors	This position is responsible for managing the personnel and operation of the Sweet Shop and Pool snack shop.
Aquatics Directors	This position is responsible for the safe operations of all pool and waterfront activities, and managing lifeguards. Qualifications: CURRENT ACR Lifeguard training, ARC head lifeguard training or equivalent, CPR for the professional rescuer, and two years experience preferred.