STAFFING WORKSHEETS

The Staffing Worksheets for all summer camps at Covenant Mountain Mission Bible Camp are provided in this document. We recommend that the Mission Team Leader download this file, delete the sections that do not apply to their mission team, and prepare a draft worksheet by proposing a person to assign to each role. The Mission Team Leader and the Camp Directors will work together to finalize staff assignments.

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# Overnight Camps (Trailblazer, Jr. and Sr) Staffing Worksheet

|   | **JOB TITLE** | **PERSON ASSIGNED** |  **M** | **T** | **W**  | **Th** | **F \*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \*Trailblazers is only Monday-Thursday  |  |  |  |  |  |
| **Program Staff** | **Camp Manager or Director(s)** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Mission Team Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Registration and Drivers** | **Camper RegistrationCMMBC** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Transportation****(if needed)** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Counselor to the Counselors** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Counselors****Must be 18+ yrs. and one year beyond HS graduation preferred** One Counselor per 6-7 campers**(optional)** **Jr. Counselors****16-18 yrs.**\*Sr. Camp has no Jr. Counselors | **Male Counselor (A)****Male Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Male Counselor (B)****Male Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Male Counselor (D)****Male Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Female Counselor (G)****Female Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Female Counselor (H)****Female Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Female Counselor (I)****Female Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Female Counselor (J)****Female Jr. Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Camp speaker(s)** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **JOB TITLE** | **PERSON ASSIGNED** |  **M** | **T** | **W**  | **Th** | **F \*** |
| **Area Directors and Assistants**Assistants are members of the Support Staff or Jr. Staff serve as assistants and are expected to help with kitchen and facility maintenance | **Craft Director** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Games/Activities Director** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Music Director** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **A/V support** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants**   |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Food Service**Roles may overlap  | **Kitchen Manager** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Lead Cook** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant Cook(s)** **1-2 each meal** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Servers****2-3 each meal** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Dish washers****2-3 each meal** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **DH Maintenance** **1-2 each meal** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Additional Staff** | **(optional) Child Care**  |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Cabin Inspector(s)** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Nurse** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Canteen ~1-2 hrs /day** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Camp Maintenance-Trash** |    | ☐  | ☐  | ☐  | ☐  | ☐  |

# Pathfinders Staffing Worksheet

|  | **JOB TITLE** | **PERSON ASSIGNED** |  **M** | **T** | **W**  | **Th** | **F** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Staff** | **Camp Directors** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Mission Team Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Registration** **And** **Bus Drivers** | **Camper Registration****EKE-PMS-JMS** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Driver EKE-PMS-JMS** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Camper Reg. StCE** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Driver StCE** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Camper Reg.-CMMBC** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Staff Registration** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Area Directors****And****Assistants** | **Bible Teacher(s)** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Craft Director** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Games/Activities Director** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Music Director** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **A/V support** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Outdoor Ed. Director** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |

|  | **JOB TITLE** | **PERSON ASSIGNED** |  **M** | **T** | **W**  | **Th** | **F** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Camp Counselors****And****Assistants** | **Kindergarten Counselor** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 6 campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **1st Grade Counselor** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 6-8 campers** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **2nd Grade Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 8-10campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **3rd Grade Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 8-10campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **4th Grade Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 10-12 campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **5th Grade Counselor** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 10-12 campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |

|  | **JOB TITLE** | **PERSON ASSIGNED** |  **M** | **T** | **W**  | **Th** | **F** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional Staff** | **Child Care (if needed)** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Nurse** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Canteen** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Camp MaintenanceTrash Hauling** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Food Service****For****Breakfast & Supper** | **Lead Team Cook (AM, PM, Dessert)** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant Team Cook/Servers****2-4 per meal** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Dish Washers****2-3 per meal** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Food Service for Lunch****3 lunches****K-1 @ 11****2-3 @ 11:45****4-5 @ 12:30** | **Lead Camp Cook** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant Camp Cook/Servers****2-4 per lunch** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Dish Washers****2-3 per lunch** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Dining Hall Helpers****3-4 per lunch****may use** **camp counselor assistants** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |

# Soccer Camps Staffing Worksheet

|   | **JOB TITLE** | **PERSON ASSIGNED** |  **M** | **T** | **W**  | **Th** | **F** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Staff** | **CMMBC Manager or Director(s)** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Mission Team Leader** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Nurse** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Food Service**Roles may overlap  | **Kitchen Manager** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Lead Staff Cook-breakfast, lunch, sandwich bar & PM meal** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant Cook(s)** **1-2 each meal** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Dishwashers****1-2 for each meal**  |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Servers****1-2 each meal** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Additional Staff** | **(optional) Child Care**  |  |  |  |  |  |  |
| **Camp Maintenance-Trash** |  |  |  |  |  |  |
| **Soccer Camp** **Grades K-12**6-7:30 PM | **Lead Coach** |  | ☐  | ☐  | ☐  | ☐  |  |
| **Devotion Leader** |  | ☐  | ☐  | ☐  | ☐  |  |
| **Camper Registration** |    | ☐  | ☐  | ☐  | ☐  |  |
|  | ☐  | ☐  | ☐  | ☐  |  |
| **Snack Servers** |  | ☐  | ☐  | ☐  | ☐  |  |
|  | ☐  | ☐  | ☐  | ☐  |  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Kindergarten Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 6-8 campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **1st Grade Leader** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 6-8 campers** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **2nd Grade Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 8-10campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **3rd Grade Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 8-10campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **4th Grade Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 10-12 campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **5th Grade Leader** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Assistant(s)****1 assistant per 10-12 campers** |    | ☐  | ☐  | ☐  | ☐  | ☐  |
|    | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | **6th-12th Grade Leader** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
| **Coach - Assistant(s)****1 assistant per 12-15 campers** |  | ☐  | ☐  | ☐  | ☐  | ☐  |
|  | ☐  | ☐  | ☐  | ☐  | ☐  |