



Job Description for Children's Division Assistants (Age 14-18) Camp Meeting

Thank you so much for your willingness to work with the children of the Michigan Conference! They are a special treasure, and Michigan Camp Meeting is the perfect time to reach kids for the Kingdom. Here are a few instructions to prepare you for your work this year.

Your Work Supervisor: Sarah Canada is your work supervisor.

Your Work Schedule: Work begins with orientation at 6pm in the Conference Center on the first Friday for **ALL WORKERS**. Immediately following orientation, Primary through J2 divisions will begin. Beginners through K2 will begin Sabbath morning. All are required to work through clean up on the last Saturday night. Please read the following schedule and be at work **15-20 minutes before** the program begins and stay **15-20 minutes after**. That will allow you to receive instructions from your division leader, help set up or clean up, pray, and debrief.

Beginners (Ages 0-2) is in the Administration Building Band Room.

Kindergarten 1 (Ages 3-4) is in the Administration Building Home Ec. Room 110.

Kindergarten 2 (Ages 5-6) is in the tent in Front of the ABC.

The schedule for Beginners and Kindergarten 1 & 2 is the same.

Sabbaths – Morning 9:00 a.m.- 10:30 a.m.	Sunday-Friday – No Sunday morning meeting
Afternoon 3:00 p.m.-4:00 p.m.	Morning 9:20 a.m. –10:50 a.m.
	Afternoon 3:20-4:20

Primary (Ages 7-8) is in the Elementary School Gym.

Junior 1 (Ages 9-10) is in the Elementary School Commons.

Junior 2 (Age 11-12) is in the tent, North of the Exhibit Tent.

The schedule for Primary and Juniors 1 & 2 is the same.

1 st Friday- Evening 6:45-8:45	Sunday-Friday-No Sunday morning meeting
Sabbaths- Morning 9:00 a.m.-12:15 p.m.	Morning 9:20 a.m.-12:15 p.m.
Afternoon 3:00 p.m.-4:30	Afternoon 2:00 p.m.-4:35 p.m.
Evening 6:45-8:45	Evening 6:45 p.m. – 8:45 p.m.

Your Pay: You will each have a time sheet that will need to be filled out daily. Please turn in your timecards to the Human Resources office in the Conference Center. You may slip it under the door if the office is closed. If you will not be able to work during a meeting, or you will be late, need to leave early, please let your supervisor and/or division leader know ahead of time. **Please provide your supervisor with a detail list of meetings you are planning to attend the beginning of camp meeting.** We have very full Sabbath School divisions, so we need to make sure we have enough helpers to make everything run smoothly.

Your Children's Division Duties will ALWAYS include:

- Communicating well with your division leader
- Being a helpful team member
- Being a good example-The children look up to you and will want to follow what you do and say.
- Showing the love of Jesus to children, parents, and co-workers

Your Camp Meeting children's division duties MAY include assisting with:

- Registering children
- Helping with song service
- Helping with crafts
- Telling stories
- Playing games with the children
- Making sure children are safe, paying attention, and being kind to one another
- Leading a group in an activity
- Assisting your department team
- Assisting in setup and/or cleanup

Additional Instructions for All Divisions:

1. Before you leave your job, be sure that everything is cleaned up and you have permission from your division leader to leave.
2. Please always keep your attention on the children. Only use your cell phones for emergencies.
3. Be positive and pleasant with EVERYONE.
4. Report to your division leader/supervisor immediately if there are any injuries, falls, discipline issues, or other dangerous situations.
5. If you need to leave your area briefly, please receive permission first from your supervisor. If you need or want a specific time off, please let your supervisor know ahead of time and they will do their best to assist you.

Your Dress Code:

We ask that you please not wear jewelry. Do not bring electronics or earbuds. You may have a phone ONLY for necessary communication.

- **GUYS:** All clothing needs to be modest. If you wear shorts, the length needs to be to the knee. No tight clothing. On Sabbath, please wear nicer clothes, such as khakis and a collared shirt for ALL MEETINGS.
GIRLS: All clothing needs to be modest. If you wear shorts or skirts, the length needs to be to the knee and shirts should not be revealing. Remember when working with kids, clothing should cover you properly, when doing all activities. NO tight clothing. On Sabbath, please wear nicer clothes, such as a dress/skirt/skort FOR ALL MEETINGS.

We are thankful for your help and will be praying for you as you help us reach kids for Jesus!