SUMMER STAFF
POSITION DESCRIPTIONS



FORT CASWELL
COASTAL RETREAT & CONFERENCE CENTER

EVERY POSITION MATTERS



At Fort Caswell, every position contributes to ministry. While responsibilities vary by work group, each Summer Staff member plays an important role in creating an environment where guests can encounter Christ, build relationships, and grow in their faith. Whether serving in Food Service, leading campers, maintaining facilities, assisting guests, or supporting operations behind the scenes, every role supports the mission of Fort Caswell and helps impact thousands of lives each summer.

Summer Staff members live, work, worship, and serve together in a Christ-centered community while developing leadership skills, building lifelong friendships, and growing in their faith. The following descriptions are intended to help applicants better understand the various opportunities available through the Summer Staff Program.

SUMMER STAFF AT A GLANCE



Employment Dates

Summer Staff positions typically run from mid-to-late May through the second week of August. Specific dates may vary slightly based on position and operational needs.



Age Requirement

Applicants must be at least 16 years old by the start of employment. Applicants who are 18 years of age or older are preferred for most positions.



Housing

On-campus housing is provided for residential Summer Staff throughout the duration of employment.



Meals

Meals are provided for residential Summer Staff throughout the summer. Part-time staff are provided meals while working.



Community Life

Summer Staff members live and serve in a Christ-centered community where relationships, accountability, encouragement, and spiritual growth are valued.



References

Applicants are required to provide three references as part of the application process.



Background Check

All Summer Staff positions require a background check as part of the hiring process.



Compensation

Summer Staff receive weekly compensation based on position and responsibilities. In addition to compensation, staff receive housing, meals, leadership development opportunities, discipleship, mentorship, and ministry experience.



Spiritual Development

Throughout the summer, staff participate in worship services, Bible studies, discipleship opportunities, leadership development, mentorship, and community-building activities designed to help them grow in their faith and leadership.



Schedule Expectations

Summer Staff should be prepared to work flexible schedules, including evenings, weekends, and holidays as required by ministry and operational needs.

GUEST SERVICES

Position Overview

Guest Services staff are often the first and last people guests interact with during their time at Fort Caswell. They help create a welcoming and hospitable environment by assisting guests, answering questions, providing information, and helping meet the daily needs of the camp. Guest Services staff play a critical role in ensuring guests have a positive experience while visiting Fort Caswell.
Approximate positions available: 4

Primary Responsibilities

- Assist guests at the Reception Center.
- Answer phone calls and respond to guest questions.
- Assist with guest check-ins and check-outs.
- Provide information about campus, activities, and services.
- Help resolve guest concerns and direct requests to appropriate departments.
- Serve on-call as needed and assist with campus-wide needs.

Ideal Candidate

- Enjoys interacting with people.
- Flexible and willing to help wherever needed.
- Strong communication and customer service skills.
- Comfortable solving problems and responding to unexpected situations.
- Thrives in a fast-paced environment.

Physical Requirements

- Standing for extended periods.
- Walking throughout campus.
- Occasional lifting and carrying of supplies.

BUILDING SUPERVISOR

Position Overview

Building Supervisors serve as the primary contact for guests staying in assigned lodging facilities throughout the week. They help prepare facilities, maintain cleanliness, and ensure guests have a comfortable and enjoyable stay. Building Supervisors often have more direct interaction with guest groups than almost any other work group on campus. By maintaining clean facilities, responding to guest needs, and serving as a trusted point of contact, Building Supervisors help create an environment where guests can focus on worship, fellowship, and spiritual growth rather than logistical concerns.
Approximate positions available: 10

Primary Responsibilities

- Prepare, clean, maintain, and reset assigned lodging facilities for guest groups throughout the week.
- Assist with guest check-ins and check-outs.
- Serve as the primary contact for groups staying in assigned facilities.
- Communicate guest needs and facility concerns to supervisors.
- Assist Food Service operations during one meal period each day.
- Ensure facilities remain clean, safe, and welcoming.

Ideal Candidate

- Enjoys serving others behind the scenes.
- Detail-oriented and dependable.
- Self-motivated and able to work independently.
- Takes pride in maintaining clean and organized spaces.
- Values hospitality and creating positive guest experiences.

Physical Requirements

- Frequent walking throughout campus.
- Standing, bending, lifting, and cleaning duties.
- Indoor and outdoor work in varying weather conditions.

RETAIL

Position Overview

Retail staff serve guests through Fort Caswell's retail operations, including the PX, Channel Marker Coffee, and Drift Inn Ice Cream Shop. This position combines hospitality, customer service, and teamwork while helping create a welcoming and enjoyable experience for campers, guests, and fellow staff members.

Approximate positions available: 9

Primary Responsibilities

- Operate cash registers and point-of-sale systems.
- Serve coffee, snacks, beverages, and ice cream products.
- Stock merchandise and maintain inventory.
- Keep retail locations clean and organized.
- Provide excellent customer service to guests.

Ideal Candidate

- Friendly and outgoing personality.
- Enjoys interacting with guests.
- Responsible and trustworthy with money handling.
- Works well in a team environment.

Physical Requirements

- Standing for extended periods.
- Lifting boxes and stocking merchandise.
- Frequent interaction with guests.

FOOD SERVICE

Position Overview

Food Service staff help provide meals for campers, guests, and staff throughout the summer. Whether serving meals, working in the dish room, stocking food and beverages, or assisting with meal preparation, Food Service staff play a vital role in the guest experience at Fort Caswell. Every meal served at Fort Caswell supports ministry. Food Service staff help create an environment where campers, guests, and staff can gather for fellowship, conversation, and encouragement. Through their service, Food Service staff play a direct role in supporting the ministry that takes place across campus each day.

Approximate positions available: 16

Primary Responsibilities

- Serve meals to guests and staff.
- Assist with meal preparation as needed.
- Wash dishes and maintain cleanliness in dining areas.
- Stock food, beverages, and supplies.
- Support cafeteria operations through a variety of assigned roles, including serving, dish room, stocking, and food service support.
- Maintain health, safety, and sanitation standards.

Ideal Candidate

- Enjoys serving others.
- Works well as part of a team.
- Maintains a positive attitude in a fast-paced environment.
- Dependable and willing to assist wherever needed.
- Takes pride in providing excellent service.

Physical Requirements

- Standing for extended periods.
- Frequent lifting, bending, and carrying.
- Working in warm kitchen environments.
- Ability to perform repetitive tasks.

GROUNDS CREW

Position Overview

Grounds Crew staff help maintain the beauty, cleanliness, and appearance of Fort Caswell's campus. Grounds Crew members help create the first impression guests have of Fort Caswell. By maintaining the beauty and appearance of campus, they help create an environment where guests can experience rest, worship, fellowship, and spiritual renewal.
Approximate positions available: 2

Primary Responsibilities

- Mow and maintain campus grounds.
- Assist with landscaping projects.
- Collect trash and maintain outdoor spaces.
- Support maintenance projects as assigned.
- Help ensure campus facilities and grounds remain safe and attractive.

Ideal Candidate

- Enjoys working outdoors.
- Self-motivated and dependable.
- Comfortable operating equipment and tools.
- Takes pride in maintaining high standards.
- Works well independently and with a team.

Physical Requirements

- Frequent outdoor work in varying weather conditions.
- Walking, lifting, bending, and carrying equipment.
- Ability to perform physically demanding tasks.

WAREHOUSE

Position Overview

Warehouse staff help ensure that departments across campus have the supplies they need to serve guests effectively. Warehouse staff serve behind the scenes to ensure every department on campus has the resources needed to carry out ministry effectively. From supplying the cafeteria to supporting guest facilities and program areas, Warehouse staff make it possible for the entire camp operation to function successfully.

Approximate positions available: 2

Primary Responsibilities

- Receive and unload food and supply deliveries.
- Deliver supplies to departments across campus.
- Stock cafeteria inventory and supplies.
- Restock vending machines.
- Deliver clean linens and collect used linens.
- Assist departments with supply needs and operational support.

Ideal Candidate

- Strong work ethic and positive attitude.
- Enjoys physical and hands-on work.
- Organized and dependable.
- Willing to serve behind the scenes.
- Works well independently and as part of a team.

Physical Requirements

- Frequent lifting and carrying of supplies.
- Walking throughout campus.
- Loading and unloading deliveries.
- Ability to perform physically demanding tasks.

LIFEGUARD

Position Overview

Lifeguards help provide a safe and enjoyable experience for guests participating in aquatic activities at Fort Caswell. Lifeguards supervise the pool, beachfront, and kayak activities while maintaining a safe environment for campers and guests. This position combines recreation, leadership, and guest interaction in a highly visible role. Qualified applicants may have the opportunity to obtain lifeguard certification through Fort Caswell prior to the summer season.
Approximate positions available: 10

Primary Responsibilities

- Supervise aquatic activities and enforce safety standards.
- Monitor pool and beachfront areas.
- Assist with kayak activities and waterfront recreation.
- Respond appropriately to emergencies and incidents.
- Maintain lifeguard certifications and required training.
- Provide excellent guest service while ensuring safety.

Ideal Candidate

- Responsible and attentive.
- Comfortable leading and supervising groups.
- Enjoys interacting with guests.
- Enjoys working with children, students, and families.
- Comfortable enforcing rules and maintaining safety standards.
- Able to remain calm under pressure.
- Committed to maintaining a safe environment.

Physical Requirements

- Strong swimming ability.
- Ability to work outdoors for extended periods.
- Physical ability to perform lifesaving techniques and emergency response procedures.
- Standing, walking, and active supervision throughout the day.

RECREATION

Position Overview

Recreation staff help create fun and engaging experiences for campers and guests through tournaments, recreational activities, mini golf, and day camp programming. Recreation staff play a key role in fostering community, encouraging participation, and creating memorable experiences for guests of all ages.

Approximate positions available: 4

Primary Responsibilities

- Facilitate tournaments and recreational activities.
- Assist with basketball, pickleball, mini golf, and other recreation opportunities.
- Lead games and activities for day camp participants.
- Set up and maintain recreational equipment.
- Encourage participation and ensure activities are conducted safely.

Ideal Candidate

- Energetic and enthusiastic.
- Enjoys leading groups and facilitating activities.
- Comfortable speaking in front of groups.
- Flexible and adaptable.
- Passionate about creating fun experiences for others.

Physical Requirements

- Active participation in recreational activities.
- Frequent standing, walking, and outdoor work.
- Lifting and moving recreational equipment.

CAMP SEABREEZE

Position Overview

Camp Seabreeze staff serve as counselors and leaders for Fort Caswell's elementary-age day camp program. Through activities, Bible study, recreation, and relationship-building, Camp Seabreeze staff help create a fun, safe, and Christ-centered environment where campers can grow in their faith, build friendships, and experience the love of Christ.

Approximate positions available: 9

Primary Responsibilities

- Lead and supervise groups of day campers throughout the day.
- Build positive relationships with campers and their families.
- Facilitate activities, games, recreation, and special events.
- Assist with Bible studies, devotionals, and spiritual discussions.
- Ensure the safety and well-being of campers at all times.
- Serve as a positive Christian role model for campers.

Ideal Candidate

- Enjoys working with children.
- Energetic, patient, and encouraging.
- Comfortable leading groups and facilitating activities.
- Demonstrates spiritual maturity and servant leadership.
- Passionate about helping children grow in their faith.

Physical Requirements

- Active participation in games and recreational activities.
- Frequent standing, walking, and outdoor work.
- Ability to supervise and engage with campers throughout the day.

COASTAL EXPLORERS

Position Overview

Coastal Explorers staff serve as counselors and leaders for Fort Caswell's middle school day camp program. Through recreation, adventure activities, Bible study, small group discussions, and relationship-building, Coastal Explorers staff help students grow spiritually while creating meaningful and memorable summer experiences.
Approximate positions available: 5

Primary Responsibilities

- Lead and supervise groups of campers throughout the day.
- Facilitate activities, games, recreation, and educational experiences.
- Lead small group discussions and assist with Bible studies and devotionals.
- Build relationships with campers and encourage spiritual growth.
- Ensure the safety and well-being of campers.
- Serve as a positive Christian role model and mentor.

Ideal Candidate

- Enjoys working with middle school students.
- Strong leadership and communication skills.
- Energetic, adaptable, and relational.
- Comfortable leading discussions and facilitating activities.
- Passionate about student ministry and discipleship.

Physical Requirements

- Active participation in games and outdoor activities.
- Frequent standing, walking, and outdoor work.
- Ability to supervise and engage with campers throughout the day.

SERVANT LEADERSHIP TEAM

Position Overview

The Servant Leadership Team (SLT) serves as a leadership group dedicated to supporting, encouraging, and serving Fort Caswell's Summer Staff. SLT members help foster community, provide accountability, assist with spiritual development, and support the daily operations of the Summer Staff Program. SLT members are often called upon to assist wherever needed across campus and play a key role in helping create a positive, Christ-centered staff culture throughout the summer.
Approximate positions available: 4 (2 male, 2 female)

Primary Responsibilities

- Serve and support Summer Staff in a variety of ways throughout the summer.
- Encourage spiritual growth and community among staff members.
- Assist with staff meetings, events, worship services, and special activities.
- Help communicate information and expectations to Summer Staff.
- Provide accountability, encouragement, and support to staff members.
- Assist supervisors and leadership teams with operational needs.
- Serve wherever needed to support the mission and ministry of Fort Caswell.

Ideal Candidate

- Demonstrates spiritual maturity and Christ-centered leadership.
- Leads by example through service and integrity.
- Flexible and willing to adapt to changing needs.
- Strong interpersonal and communication skills.
- Enjoys encouraging and investing in others.
- Takes initiative and works well independently.

Physical Requirements

- Frequent walking throughout campus.
- Participation in staff activities and events.
- Ability to assist with a variety of physical and operational tasks as needed.

Additional Information

- While applicants may apply directly for the Servant Leadership Team, these positions are often filled by returning staff members who have demonstrated strong leadership, character, and commitment to the mission of Fort Caswell.
- Selection for the Servant Leadership Team is based on leadership potential, ministry effectiveness, work performance, and organizational needs.



HOW PLACEMENT WORKS

Applicants will have the opportunity to indicate preferred work groups during the application process. Placement decisions are based on applicant preferences, qualifications, experience, staffing needs, and organizational priorities.

While every effort is made to place applicants in one of their preferred work groups, flexibility and a willingness to serve wherever needed are important qualities of a successful Summer Staff member.

Summer Staff may be asked to assist in areas outside of their primary assignment as operational needs arise.

NEXT STEPS



Ready to spend your summer serving, growing, and making a difference?

Visit fortcaswell.com/summerstaff to learn more and submit an application.

For questions about the Summer Staff Program, contact the Fort Caswell team.

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