

# CAMP WAR EAGLE

## STAFF RECRUITER

### JOB DESCRIPTION

Camp War Eagle is looking for recent college graduates to fulfill a role as a Staff Recruiter. If you are a leader and a culture shaper with a strong work ethic and a desire to do "kingdom work" in a camp setting, staff recruiting is for you. This is a role with a lot of travel involved going to college campuses to find the best summer staff. The staff recruiting team works under the direction of the Summer Staff Coordinator to hire a summer staff of approximately 600 college students from across the country and around the world.

## The Staff Recruiter's Responsibilities

### Staff Recruiting

- Travel to colleges in the early fall through spring to interview staff.
- Prepare for college campuses by gathering lists and scheduling announcements.
- Visit college campuses to recruit summer staff.
- Conduct screening of potential summer staff to ensure the best employees end up working at Camp War Eagle.
- Engage with summer staff throughout the year to increase staff retention.

### Administrative Duties

- Be able to understand and conduct basic computer tasks.
- Be proficient in Microsoft Excel, Microsoft Word, and understand how to manage and organize a shared Google Drive.
- Implementation of summer program from planning, training, and execution.

### Summer Operations

- Assist in supervision of staff and campers' safety during summer. Supervise a program area during the summer program.
- Implement summer program from planning, to training, to execution.
- Supervise designated cabin areas for the best experience of our camper and staff.
- Supervise staff over the course of the summer and conduct evaluations with them.
- Be a part of the Staff Relations team.

### General

- Be willing to comply with all Camp War Eagle policies and procedures during employment.
- Be willing to comply with all state and federal laws.
- Must be a team player focused on achieving excellent results.
- Must possess a current driver's license.

