

# Camp Cedarbrook<sup>™</sup> in the **Adirondacks**

*Thank you for your willingness to serve God this summer as a member of our service crew. You will be making an important contribution to camp!*

Being a member of our service crew involves hard work—but it's also an opportunity to learn new skills, to have fun working as a team with friends, and to strengthen your personal relationship with God. You'll be putting your faith into practice on the job every day. A cheerful attitude that demonstrates teamwork and a willingness to serve is a plus.

You will have opportunity to be a part of the camp program and have the satisfaction of knowing that you have made a worthwhile contribution to the ministry of camp through your service.

In the event that you are unable to fulfill your responsibilities during camp, the camp director will evaluate your situation and continued service.

## To Be a Service Crew Member

- you must be at least **14 years old**.
- you must have **completed Grade 9**.
- you must apply for and have a **NYS Work Permit**.
- your **NYS Work Permit must be at camp when you are working there**.
- you must have a **current tetanus shot**.

## Get Your Work Permit Before Camp

**All permits must be processed prior to arrival.**

### New York State Applicants

Obtain a NYS Work Permit from your high school office. Send your **completed NYS Work Permit** to the camp registrar by June 1.

**Address Before June 15:**  
11 Lake Shore Drive – 2D,  
Watervliet, NY 12189

**Address After June 15:**  
59 Davignon Road  
Corinth, NY 12822

### Applicants from All Other States

Complete the enclosed NYS Work Permit forms. Send your completed **NYS Work Permit paperwork AND evidence of age documentation** (birth certificate, photo ID, copy of school record) to be processed by the local school district near camp by June 1.

Corinth Central School, attn: NYS Work Permit,  
Business Office, 105 Oak Street, Corinth, NY 12822

# Service Crew Information

**Permits due to registrar by June 1!**

## Jobs Available Each Summer:

- **Kitchen Aide**
- **Groom Aide**

## General Description

- Work week is six days in length.
- Work schedule will vary.
- Regular work day is six to seven hours.
- Jobs are task-oriented rather than time-oriented.
- Time off is two half days (a total of one full day) and complies with NYS regulations for minors.
- Adequate time is given for rest and recreation with the Explorer division.

## General Duties

- to fulfill and carry out specific duties of your job
- to cooperate in maintaining and caring for the camp community
- to be with other campers participating in Bible study, devotions, meals, and evening programs

## How Will You Know What to Do?

Once you arrive at camp, your supervisor will explain your job to you.

## Camp Will Provide

- supervision of work and guidance in personal and spiritual life through Bible studies, devotions, and personal counsel.
- leisure time, recreational activities, and opportunities for growth within the limitations of your job responsibilities and the camp program.
- room and board.

## Kitchen Aide

### Responsible to:

Food Service Manager  
Kitchen Aide Counselor

### Specific Duties:

- Set tables
- Serve food to tables
- Rotate responsibilities for serving "seconds"
- Prepare and distribute equipment for clean-up at camper tables
- Wash dishes and pots
- Clean washing and serving areas
- Empty garbage and clean garbage containers
- Sweep and wash kitchen, pantry, and cooler floors
- Clean shelves, grill screens, and dish storage areas weekly
- Clean and sanitize tables before and after each meal
- Clean garbage house weekly

### Kitchen Aide Sample Schedule

7:30 AM Arrive in kitchen; clean and set tables  
8:00 AM MORNING WATCH  
8:25 AM Return to kitchen; serve breakfast  
8:40 AM BREAKFAST  
9:00 AM Wash dishes and pots; sweep floor  
10:25 AM BIBLE EXPLORATION  
11:30 AM Return to kitchen; clean and set tables; serve lunch  
12:10 PM LUNCH  
12:30 PM Wash dishes and pots; sweep and mop floors and duckboards; weekly cleaning task  
2:30 PM FREE TIME  
5:30 PM Return to kitchen; clean and set tables; serve dinner  
6:25 PM DINNER  
6:45 PM Wash dishes and pots; sweep floors  
7:30 PM Join Explorer division for EVENING PROGRAM

## Groom Aide

### Responsible to:

Stable Manager  
Groom Aide Counselor

### Specific Duties:

- Feed and water horses daily before breakfast
- Clean stalls and groom horses daily before breakfast
- Clean stable, paddock area, and riding ring
- Assist in preparing horses for classes
- Assist instructor as requested (maximum: 1 class and/or Free Time) NOTE: a groom aide is not an instructor for riding classes.
- Feed and water horses at lunch and after last class before dinner
- To abide by these regulations: No one works alone with horses. An instructor must be present when horses are being ridden.

### Groom Aide Sample Schedule

7:00 AM Arrive at stable; groom horses; muck stalls; feed and water horses  
7:45 AM MORNING WATCH  
8:20 AM FLAG RAISING  
8:30 AM BREAKFAST  
9:15 AM Return to stable; saddle and bridle horses for class; clean stable and paddock area  
9:50 AM BIBLE EXPLORATION  
10:55 AM Assist with class; clean stable and paddock; feed and water horse  
12:00 PM LUNCH  
12:50 PM REST TIME  
1:30 PM Return to stable; assist with classes or pony rides; one hour FREE TIME as scheduled  
5:10 PM Clean paddock and stable; untack horses; feed and water horses  
6:15 PM DINNER  
7:30 PM Join Explorer division for EVENING PROGRAM