



# STAFF RECRUITER

## Job Description Overview

Camp OTX 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 all over the great state of Texas to find the best summer staff this state has to offer. The staff recruiting team works under the direction of the Summer Staff Coordinator to hire a summer staff of approximately 250 college students from across the country and around the world.

### The Staff Recruiter's Responsibilities

#### ***Staff Recruiting***

- Travel to colleges across Texas 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 OTX.
- 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 OTX 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.