

Suggested job descriptions for selected camp duties

Activity/Department Head: Lead person for the activity/responsibility listed below. An activity/department head is ultimately responsible for successful functioning/completion of this area. You will need to make sure that all necessary equipment is on-hand for this activity/department. (Please consult with camp director if you have any questions.)

Qualifications:

- * Solid ability to organize time, people and tasks
- * Able to lead a small staff to the successful completion of the job at hand
- * Very knowledgeable & skillful in the activity/department listed below
- * Able to teach, encourage and guide campers
- * Punctual, diligent, hard-working, can accept responsibility

Syllabus: Each department needs to submit a short syllabus/outline for the class that he/she will be teaching. This syllabus should include 1) a time schedule for each class (broken down into basically three 15-minute sections), 2) what you want to accomplish in each section, and 3) the skills which you want your class to learn. Enclosed you will find an "Preliminary Activity Overview" which shows you how many blocks you will have for each dorm. Each block is 50 minutes long. You will only be teaching one (1) dorm at a time. Camp is short, so we want to give everyone plenty of time to play a game (if you are teaching a sport), but at the same time, we want to teach them how to enjoy the game more -- which is done through skill development.

Activity/Responsibility:

Counselor: Responsible for one cabin/dorm/camp (15 campers). Prepare campers for each activity. Arrive at each activity on time. Participate/encourage during activities. Teach campers proper group procedures, conduct, respect, cooperation, encouragement. Help campers have an enjoyable camp experience.

Qualifications:

- * Sense of humor
- * Self-disciplined, able to organize and direct a group; punctual
- * Self-starter, able to work independently, without constant direction
- * Common sense
- * CPR/First Aid Certificate, encouraged

Assistant Counselor: Responsible for assisting the Counselor in a respectful, mature, way. Uphold the direction/policies implemented by the Counselor. Never contradict or undermine the Counselor in campers' presence. Discuss any problems in private with the Counselor or Camp Director. Be responsible for the campers when the Counselor isn't present.

Qualifications:

- * Sense of humor
- * Self-disciplined, able to organize and direct a group; punctual
- * Self-starter, able to work independently, without constant direction
- * Common sense
- * CPR/First Aid Certificate, encouraged
- * Able to follow directions without arguing, griping, etc.
- * Attitude of wanting to help lighten the Counselor's load

Archery Staff: Responsible for assisting Archery Dept. Head in conducting classes for campers, during Open Activity time, and in operating sharp-shooting tournament.

Qualifications:

- * Able to follow directions
- * Have taken/passed basic hunter safety education course
- * Possess basic shooting skills in archery
- * Able to teach basic skills with correct form

Arts & Crafts Staff: Responsible for assisting Arts & Crafts Dept. Head in conducting classes for campers and during Open Activity time.

Qualifications:

- * Creative, imaginative mind
- * Enjoy working in a variety of art mediums
- * Able to teach, inspire, encourage others in their artistic endeavors
- * Patient demeanor

Basketball Staff: Responsible for assisting Basketball Dept. Head in conducting classes for campers, during Open Activity time and in operating 3-on-3 tournament.

Qualifications:

- * Able to follow directions
- * Possess basic BB skills of passing, dribbling, and shooting with correct form
- * Able to teach basic skills with correct form
- * Able to referee scrimmages
- * Previous organized team play experience, very helpful

Camp Maintenance: Responsible for general camp maintenance and cleanliness. Able to supervise dorms as they perform various custodial duties. Specific responsibilities include overseeing & instructing dorms as they clean the main bathhouses once-a-day. Restocking supplies in the main bathhouses as needed.

Qualifications:

- * Will show up on time and is a hard-worker;
- * Cheerful, helpful, responsible, diligent -- able to carry out assigned tasks without follow-up supervision
- * Able to instruct and supervise campers in performing the needed tasks.

Canoeing Staff: Responsible for assisting Canoeing Dept. Head in conducting classes for campers, during Open Activity time, and in operating evening canoe trips.

Qualifications:

- * Possess basic canoeing skills, including sweep, J-stroke, draw stroke
- * Able to teach basic skills with correct form
- * Knowledgeable of basic water safety procedures
- * Ability to lift and carry heavy canoes over head several times a day

Child Care: Responsible for the supervision of children from ages 3-9, whose parents serve on the camp staff. This includes playing with them in a safe environment and getting them to lunch on time. Your duty times will normally be from 9:45 - 11:45 am and from 2-5 pm, but it could also involve mornings and evenings. There will be a minimum of two people assigned to this responsibility, so you will have opportunity for breaks .

Qualifications:

- * Posses a love for children, and ability to play with them
- * Highly responsible, diligent and trustworthy

Dining Hall Monitor: Educate campers concerning proper behavior while in the Dining Hall -- including serving of food, where to sit, how to clean-up tables/dishes. Check table cleanliness after meals. Serve in other kitchen duties at discretion of Kitchen Dept. Head.

Qualifications:

- * Able to follow directions in a responsible manner without follow-up
- * Able to explain procedures clearly to campers
- * Able to lead others through own example of diligence and hard work

Adult First Aid Dept. Head: Responsible for collecting/filing Medical First Aid forms from every camper and staff worker upon arrival at camp. Collect, keep under lock, and personally dispense all camper/high school staff medications. Assess all camp injuries and document treatment. Adhere to conventional medical practice. Identify and obtain necessary supplies for camp infirmary. Be available 24 hours/day for camp duration.

Qualifications:

- * RN, LPN or EMT preferred
- * Red Cross Responding to Emergencies certificate (minimum requirement)
- * Current certification, including CPRFPR
- * Willing to maintain detailed documentation
- * Comfortable organizing and directing incident response
- * Genuine love of young people
- * Strong emphasis on psychological first aid

Flag Football Staff: Responsible for assisting Flag Football Dept. Head in conducting classes for campers, during Open Activity time and in operating scrimmages.

Qualifications:

- * Able to follow directions
- * Possess basic FF skills of passing, blocking, and catching with correct form
- * Able to teach basic skills with correct form
- * Able to referee scrimmages
- * Previous organized team play experience, very helpful

Hiking Staff: Responsible for assisting Hiking Dept. Head in conducting classes for campers and taking day and overnight hikes into the hills and forested areas.

Qualifications:

- * Able to follow directions
- * Possess basic skills needed in day and overnight hikes

- * Able to teach basic skills of outdoor living
- * Good or excellent physical condition
- * Extensive hiking experience preferred
- * Able to recognize signs of fatigue, cold and dehydration in campers

Kitchen Staff -- Meal Preparation: Responsible for assisting Kitchen Dept. Head in preparing food for three meals each day. Free time interspersed throughout the day.

Qualifications:

- * Enjoy preparing food in a cooperative, community setting
- * Comfortable with large quantity cooking methods and atmosphere
- * Cheerful, helpful, responsible, diligent -- able to carry out assigned tasks without follow-up supervision

Kitchen Staff -- As Needed: Responsible for assisting in the kitchen, either in the area of meal preparation or maintenance -- as you are available. Duties will include setting tables, washing tables, sweeping & mopping floors, washing and drying dishes, and general kitchen service. This is a **half-time position** to be alternated with helping in another activity area (where you are qualified). Specific duty times during the day will vary, however you are asked to help from 6:30 - 8:30 am, and from 5 - 6:30 pm.

Qualifications:

- * Will show up on time and is a hard-worker;
- * Cheerful, helpful, responsible, diligent -- able to carry out assigned tasks without follow-up supervision

Kitchen Staff -- Maintenance: Responsible for the cleanliness of the kitchen, dining hall, and dining hall restrooms. Duties will include washing tables, sweeping & mopping floors, washing and drying dishes, daily cleaning of the dining hall restrooms and general kitchen service. Some of these duties may not be necessary depending on how much the on-site maintenance personnel do. Duties also include supervising & organizing the dorm(s) who will be assisting with clean-up at every meal.

Qualifications:

- * State certification as a licensed food-handler is preferred;
- * Will show up on time and is a hard-worker;
- * Cheerful, helpful, responsible, diligent -- able to carry out assigned tasks without follow-up supervision

Swimming Assistant and Lifeguard. Responsible for assisting the swimming instructor with swimming instruction and with the monitoring all pool activities.

Qualifications:

- * Lifeguard certification strongly desired;
- * Able to follow directions;
- * Able to teach basic skills with correct form.

Newspaper Publisher: Responsible for producing one or more editions of a camp newspaper at camp.

Qualifications:

- * Ability to write accurately and creatively
- * Basic knowledge of computer software needed to produce a paper
- * Photography skills would be helpful
- * Ability to interview and gather information

Office Assistant: Responsible for assisting the camp director with various office functions. Responsibilities may include making phone calls, producing computer generated documents, handling finances including a cash-box, and general errands.

Qualifications:

- * Able to work without supervision, diligent and responsible
- * Basic computer skills including knowledge of word-processing software
- * Able to communicate effectively in dealing with other staff and outside agencies
- * Good organizational skills

Riflery Staff: Responsible for assisting Riflery Dept. Head in conducting classes for campers, during Open Activity time, and in operating sharp-shooting tournament.

Qualifications:

- * Able to follow directions
- * Have taken/passed basic hunter safety education course
- * Possess basic shooting skills in riflery
- * Able to teach basic skills with correct form

Ropes Course Staff: Responsible for assisting Ropes Course Dept. Head in conducting classes for campers and supervising the area during Open Activity

Qualifications:

- * Able to follow directions
- * Possess basic skills needed to instruct on various rope obstacles
- * Complete basic course from the course architects
- * Good or excellent physical condition
- * Able to recognize dangerous situations and solve them accordingly

Softball Staff: Responsible for assisting Softball Dept. Head in conducting classes for campers, during Open Activity time, and in operating evening tournaments.

Qualifications:

- * Able to follow directions
- * Possess basic softball skills of hitting, throwing, catching, fielding with correct form
- * Able to teach basic skills with correct form
- * Able to umpire games
- * Previous organized team play experience, very helpful

Transportation: Responsible for general errands involving use of a rental van. As needed, responsible for transporting teenagers and staff to various activities.

Qualifications:

- * Able to drive a 15-passenger van
- * Current, valid driver's license with an excellent record

- * Minimum of 5 years driving experience and at least 21 years old
- * Can supervise passengers in order to maintain a safe driving atmosphere

Volleyball Staff: Responsible for assisting Volleyball Dept. Head in conducting classes for campers and assisting during Open Activity time.

Qualifications:

- * Able to follow directions
- * Possess basic VB skills of setting, passing, serving with correct form
- * Able to teach basic skills with correct form
- * Able to referee matches
- * Previous organized team play experience, very helpful