



## 2023 Summer Camp Staff Job Description

### THIS JOB IS IN OREGON.

Dates: July 10th - September 5th, 2022

Housing in non-program times is **not** provided. Overnight stays occur with campers during residential camp programs, but weekends and evenings after day camp programs the property must be vacated.

### COMPENSATION

Compensation is per \*session\*. Sessions are between 3 and 5 days, some are overnight with kids, some are day only: sessions described below. Employees are required to work the entire *session*, partial *sessions* are not allowed.

Summer Camp Sessions and Compensation Per Session

Dates	Session Name		Session Pay	Overnight
July 10th - 14th	Staff Training	10:00 AM - 3:00 PM	\$300.00	No
July 17th - 18th	Staff Training	8:00 AM - 5:00 PM	\$300.00	No
July 19th - 21st	Mini Camp 1		\$648.00	Yes
July 24th - 28th	Day Camp 1	8:00 AM - 4:30 PM	\$680.00	No
July 31st - August 2nd	Mini Camp 2		\$648.00	Yes
August 4th - 6th	Family Camp		\$648.00	No
August 9th - 11th	Mini Camp 3		\$648.00	Yes
August 14th - 18th	Resident Camp		\$770.00	Yes
August 21st - 25th	Day Camp 2	8:00 AM - 4:30 PM	\$680.00	No
August 28th - September 1st	Day Camp 3	8:00 AM - 4:30 PM	\$680.00	No
September 5th	Camp Shut Down and Celebration Dinner	10:00 AM - 3:00 PM	\$50.00	No

### Essential Job Functions:

- Implements the Camp Wilani youth program.
- Participates in the supervision, mentorship, and guidance of eight to ten campers per week within their group.
- Assists in maintaining adherence to Camp Wilani policies and American Camp Association Standards.
- Is well versed in camp Emergency Protocols and have the ability to aide in the facilitation of rescue and evacuation procedures if necessary.
- Adheres to a daily schedule and maintains timely attendance to meals, program activities, etc.
- Models risk management techniques in every aspect of camp activities.
- Models and inspires collaborative leadership methods.
- Effectively facilitates camp activities while maintaining positive behavior management.
- Assists in managing the proper use, care, and maintenance of program supplies and camp assets.

- Assists in keeping organized and confidential camp records.
- Communicates in a clear, positive, and timely manner with camp leadership, parents, and coworkers.
- Identifies and works to solve problems collaboratively with coworkers and leadership.
- Treats all participants with patience and loving kindness.
- Promotes a positive environment that fosters fun, safety and promotes Camp Fire values.

#### **Other Job Duties:**

- Participates enthusiastically in camp activities and in the planning and leading of activities as needed.
- Aides in the cleaning and preparation of camp between sessions.
- Other duties as assigned.

#### **Requirements:**

- Must possess exceptional decision making skills, sound judgement, and maturity.
- Ability to identify and respond to environmental and other hazards related to camp activities.
- Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply positive and appropriate behavior-management techniques.
- Strong willingness and desire to work with diverse populations.
- Ability to communicate in an effective, timely, and positive manner.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist staff and campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain a rigorous summer schedule.
- Must be able to adhere to the Camp Fire's zero-tolerance drug, alcohol, and tobacco policy.

### **CONSIDERATIONS**

**VACCINES:** Proof of COVID-19 vaccines and booster required.

#### **PRESENTATION EXPECTATION**

- Staff should present neat and clean, no stained or torn clothing.
- No perfumes or cologne are allowed.
- Clothing should be neutral and free of swear words, political statements, sexual imagery, religious imagery, violent, racist, or misogynistic imagery.
- Staff should plan to shower at least every other day and keep their staff shirt clean and unwrinkled.
- Closed-toed shoes and socks are required during program times and during training.

#### **POLICIES**

- Alcohol, tobacco, vaping, marijuana, drugs of any kind are strictly prohibited.
- Staff should wear t-shirts and will be given staff shirts for arrival and departure days.
- Shorts or long pants are required.
- Closed-toed shoes with socks are required for training and program times.
- Staff may not leave site during program times unless for a work assignment or illness/injury and departure must be approved by their supervisor.
- Foul language, sexual subjects, yelling, screaming, swearing, etc. is no appropriate behavior for camp.
- Gossip and divisive behavior is not tolerated.
- Bigotry, sexism, misogyny, racism, or other such behaviors are not tolerated.
- Cell phones are left in the camp office during program times.
- Staff must have headphones for calls, video calls, music, or other sounds played on electronics and they may not be played out loud. This preserves an amicable work environment.

#### **COVID-19 considerations:**

Our success has been entirely based on our collaborative commitment to strict COVID-19 safety protocols. Complete vaccines and available boosters required. We provide hand sanitizer and sanitization kits.

I understand that housing is not provided.

I have read, understand, and agree to serve in this position as stated above.

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Print Name

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Signature

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Date