

# 2019 Open Positions for Camp Kirby Resident Camp

**JOB TITLE (number of positions available):** Brief Job Description

As positions are filled, our needs may change. Check back for updates frequently.

Updated: 1/2/19

## Supervisor Positions

**Counselor Coordinator: (1)** This position will act as the lead resource for our counseling staff. While serving as a leader and mentor for cabin counselors and unit resources, the Counselor Coordinator will help with camper relations, behavior management, and day-to-day camp operations. Counselor Coordinator will be a point person for the Camp Director in facilitating camper activities, organizing units, and general camp management. Must be 21 years old with prior camp counselor experience.

**Counselor-in-Training (CIT) Coordinator: (1)** Coordinates our CIT program, and serves as primary supervision of all CIT counselors. Other responsibilities include planning, implementing, and supervising all CIT program activities, and other duties as assigned. Must be 21 years old with previous Camp Kirby experience.

**Program Coordinator: (1)** Primary supervision of all program staff. Other responsibilities include planning, implementing, and supervising all camp program activities, and other duties as assigned. Previous Camp Kirby experience is preferred. Must be 21 years old.

**Waterfront Coordinator: (1)** Primary supervision of all waterfront activities. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. MUST hold current lifeguard certification. Previous open water and small craft experience preferred. Must be 21 years old.

## Counseling Positions

**Cabin Counselor: (12)** Responsible for 22-hour supervision of a group of six to ten campers in all phases of the camp program. Includes facilitating daily schedule and supervising all activities including overnight campouts. Please see Employment Guide for specifics on our different age groups.

**Counselor-In-Training (CIT) Counselor: (2)** Responsible for 22-hour supervision of a group of CITs during all phases of the camp program. Coordinate and supervise the Counselor-in-Training Program as outlined in the official Camp CIT Manual. Evaluate all CITs at the end of the session in writing with the CIT and in conference with the CIT Coordinator. Provide a safe, fun, and enriching environment for CITs. Must be 21 years old.

**Inclusion (Special Needs) Specialist: (1)** – Guide and support staff who work with campers with various disabilities. Serve as a 2<sup>nd</sup> counselor for cabin groups that need extra support. Experience working with children with special needs is a must, as is the ability to coordinate, organize and mentor. May also serve as a traditional Cabin Counselor during some sessions.

## **Activity Program Specialist Positions**

**Archery Specialist: (1)** Primary supervision of all activities on the archery range. This includes planning and leading cabin groups in age appropriate archery sessions while teaching and monitoring proper use of equipment. Conducting a daily check of program area and equipment for safety, cleanliness and good repair, and making repairs as needed is also required. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. MUST hold current archery certification from a nationally recognized organization.

**Arts and Crafts Specialist: (2)** Primary supervision of all activities in the art and crafts area. In charge of planning age appropriate activities for each cabin group inspired by the theme of the week. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned.

**Climbing Wall Specialist: (2)** Responsibilities include planning and leading cabin groups in age appropriate instruction on our 40' climbing wall. This also includes teaching and monitoring proper use of equipment, conducting daily check of program area and equipment for safety, and completing the daily rope log. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. Must be able to provide documentation of prior training and experience in belaying.

**Music and Drama Specialist: (1)** Responsibilities include supervising campers in our Music and Drama program area. This includes providing age-appropriate activities geared towards inspiring campers with an appreciation for the arts (specifically music and drama). Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. Must have prior Camp Kirby experience and Camp Kirby song knowledge.

**Outdoor Living Skills Specialists: (2)** Responsibilities include supervising and training campers age six to sixteen in the craft of the outdoors. This may include such activities as fire building, shelter building, knife skills, orienteering, etc. Outdoor Living Skills Specialists are also responsible for facilitating all units' campouts each week. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, and other duties as assigned. Current food Handler's Card is required.

**Science and Nature Specialist: (1)** Responsible for providing natural awareness activities for our campers. This includes activities centered around both our marine and woodland environments. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. Must have knowledge of the Camp Kirby environment.

**Waterfront Specialist/Lifeguard: (2)** Responsibilities include supervision and/or instruction of all waterfront sessions in swimming, funyaking, rowing, and canoeing. Conducting a daily check of program area and equipment for safety, cleanliness and good repair, and making repairs as needed is also required. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. MUST hold current lifeguard certification. Open water and small craft certification or experience is preferred.

## **Support Staff Positions**

**Camp Photographer: (1)** Responsible for operating the Camp digital camera (or own pre-approved camera), assuring that each child is photographed each week, photographing all camp activities, arranging cabin photos, and uploading photos weekly. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, campout assistance, and other duties as assigned.

**Camp Videographer: (1)** Responsible for operating the Camp video camera (or own pre-approved camera), assuring that each child is videoed each week, videoing all camp activities, and creating weekly videos. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, campout assistance, and other duties as assigned.

**Operations Specialist: (1)** Responsible for running the Camp Kirby store, assisting the Camp Director on a daily basis, helping with maintenance needs as they are needed, helping with office operations, and other duties as assigned. Prior Camp Kirby experience is preferred.

**Unit Resource: (4)** Responsible for covering breaks for multiple cabin counselors throughout the day, and providing proper supervision for the campers. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, campout assistance, acting as an overall resource for their assigned unit, and other duties as assigned.

**Kitchen Coordinator/Head Cook: (1)** Responsibilities include implementing the pre-approved menu, food ordering within a prescribed budget, meal preparation, kitchen maintenance, inventory, and supervision of kitchen staff. MUST have a current Food Handler's Permit, and prior supervisory experience.

**Assistant Cook: (2)** Responsible for assisting the cook with food preparation, kitchen maintenance, and other duties as assigned. MUST have a current Food Handler's Permit.

**Kitchen Aide/Dishwasher: (3)** Responsible for proper washing of all camp dishes, putting all dishes away, assisting with cleaning the kitchen, dish-pit maintenance, assisting the cooks with food preparation, kitchen maintenance, and other duties as assigned. Other duties include but are not limited to assisting OLS staff with campouts. MUST have a current Food Handler's Permit.