

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: 4/10/19

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.

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.

Activity Program Specialist Positions

Climbing Wall Specialist: (1) 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: (1) 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.

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 experience is preferred.

Counseling Positions

Cabin Counselor: (2) 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.

Inclusion (Special Needs) Specialist: (1) – Guide and support staff who work with campers with various disabilities. Serve as a 2nd 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.

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.

Unit Resource: (2) 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: (1) 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.