

2020 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: 4/1/2020

Supervisory (Coordinator) 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.

Counseling Positions

Inclusion Specialist: (1) This position will act as the lead for our inclusion work, guide and support staff who work with campers with various special needs, and implement our Individualized Camper Success Plans. Experience working with children with special needs is a must, as is the ability to coordinate, organize and mentor. Inclusion Specialist may also serve as a co-counselor for cabin groups that need the extra assistance.

Activity Program Specialist Positions

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 and small craft certification or experience is preferred.

Kitchen Positions

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: (1) 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.