

2021 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: 5/25/21

Supervisory (Coordinator) Positions

Assistant Camp Director: (1) While serving as a leader and mentor for cabin counselors and unit resources, the Assistant Camp Director will help with camper relations, behavior management, and day-to-day camp operations. The Assistant Camp Director will also oversee our Day Camp Programs. Assistant Camp Director 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 summer camp experience.

Inclusion Coordinator: (1) This position will act as the lead resource 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 Coordinator will be a point person for the Camp Director in facilitating camper activities, organizing units, and general camp management.

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.

Mental and Emotional Support Coordinator: (1) This position will act as the lead resource for our campers and staff in matters related to mental and emotional health. This will include working with the Inclusion Coordinator to implement our Individualized Camper Success Plans and working with an on-call Mental Health Professional as needed. Experience and/or education in the mental health field is a must, as is the ability to coordinate, organize and mentor. Mental and Emotional Support Coordinator will be a point person for the Camp Director in facilitating camper activities, organizing units, and general camp management.

Counseling Positions

Male-Identifying 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.

Activity Program Specialist Positions

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.

Art in Nature Specialist: (1) Primary supervision of all activities in the art and nature area. In charge of planning age appropriate art activities for each cabin group inspired by our natural environment. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned.

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

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: (1) 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.

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.