

2023 Open Positions for Camp Kirby Summer Staff

Job Title (number of positions available): Brief job description, qualifications, and salary.
As positions are filled, our needs may change. Check back for updates frequently.
Updated: 1/26/23

Coordinator (Supervisory) Positions

Counselor-in-Training (CIT) Coordinator: (1) Coordinates our CIT program, and serves as primary supervisor for all CIT Counselors. Other responsibilities include interviewing CIT candidates, planning, implementing, and supervising all CIT program activities, and other duties as assigned. Must be 21 years old with prior Camp Kirby experience. \$3,250/season

Kitchen Coordinator/Head Cook: (1) Responsibilities include implementing the pre-approved menu, food ordering within a prescribed budget, meal preparation, kitchen maintenance, inventory, and primary supervision of all kitchen staff. MUST be 21 years old, have a current Food Handler's Permit, and prior supervisory experience. \$3,250/season

Wellness Coordinator (1) Responsibilities include assessing overall wellness needs of Camp, promoting mental, emotional, and physical wellness amongst campers and staff, and supervising the Inclusion Specialist. MUST be 21 years old, have a current Food Handler's Permit, and prior supervisory experience. \$3,250/season

Counseling Positions

Day Camp Counselor: (4) Responsible for 7-hour/day supervision of a group of six to ten campers in all phases of the day camp program. Includes supervising all activities, facilitating daily schedules, and ensuring that campers' needs are met. Day Camp Counselors will also have some responsibilities within the Resident Camp Program when Day Camp is not running. Must be at least 17 years old. \$2,500/season

Resident Camp Cabin Counselor: (10) Responsible for 22-hour/day supervision of a group of six to ten campers in all phases of the camp program. Includes facilitating daily schedules and supervising all activities including overnight campouts. Please see Employment Guide for specifics on our different age groups. Must be at least 18 years old. \$2,750/season

Counselor-In-Training (CIT) Counselor: (1) 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 at least 21 years old. \$2,750/season

Inclusion Specialist: (1) This person will work with campers with various special needs, and assist in the implementation of our Individualized Camper Success Plans. Experience working with children with special needs is a must, as is the ability to work with a team. Must be at least 18 years old. \$2,750/season

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Activity Program Specialist Positions

Arts and Crafts Specialist: (1) 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. Must be at least 18 years old. \$2,750/season

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. Must be at least 18 years old . \$2,750/season

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. Must be at least 18 years old. \$2,750/season

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 be at least 18 years old. \$2,750/season

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 be at least 18 years old. \$2,750/season

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Support Staff Positions

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. Must be at least 18 years old. \$2,750/season

Camp Nanny/Unit Resource: (1) Responsible for 8-10 hour/day supervision of Camp Director's children who are not attending camp programs. When not actively supervising these children, the Camp Nanny will fill the role of a Unit Resource. This includes covering breaks for Cabin Counselors, 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. Prior experience with infants and toddlers is preferred. Must be at least 17 years old. \$2,500/season

Kitchen Aide/Dishwasher: (2) 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. Must be at least 17 years old. \$2,500/season

Unit Resource: (3) 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. Must be at least 17 years old. \$2,500/season