

# 2024 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: 4/7/24

## **Manager (Supervisory) Positions**

**Food Service Manager (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, current ServSafe certification, and prior supervisory experience. \$4,000/season + room & board

## **Counseling Positions**

**Day Camp Counselor: (3)** 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. \$2,750/season + room & board

**Overnight 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. \$3,000/season + room & board

## **Activity Program Specialist Positions**

**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. Must be at least 18 years old. \$3,000/season + room & board

**Outdoor Living Skills Specialist: (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. Must be at least 18 years old. \$3,000/season + room & board

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## **Support Staff Positions**

**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. Must be at least 18 years old. \$3,000/season + room & board

**Camp Nanny/Unit Resource: (1)** Responsible for 8-10 hour/day supervision of 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. \$2,750/season + room & board

**Day Camp Support Specialist: (1)** The Day Camp Support Specialist will support the Day Camp program through counselor break coverage, leading activities, one-on-one camper support, assisting the Day Camp Coordinator with all-camp activities, and other duties as assigned. Must be at least 17 years old. \$2,750/season + room & board

**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. \$2,750/season + room & board