

# 2025 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: 11/1/24

## **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. \$4,000/season + room & board

**Day Camp Coordinator: (1)** Day Camp Coordinator will facilitate our Day Camps. This includes, but is not limited to, planning camper activities, being the primary supervisor for all Day Camp Counselors, organizing units, and general camp management. Must be 21 years old with prior summer camp experience. \$4,000/season + room & board

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

**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. The Inclusion 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 experience in inclusion work. \$4,000/season + room & board

**Unit Coordinator: (1)** Primary supervision for all Cabin Counselors and Unit Resources. The Unit Coordinator will help with camper relations, behavior management, and day-to-day camp operations. Must be 21 years old with prior summer camp experience. \$4,000/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. \$3,000/season + room & board

**Overnight Camp Cabin Counselor: (14)** 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. \$3,500/season + room & board

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**Counselor-In-Training (CIT) Counselor: (2)** 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. \$3,500/season + room & board

**Inclusion Specialist: (2)** Our Inclusion team 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. \$3,500/season + room & board

### **Activity Program Specialist Positions**

**Archery Specialist: (1)** Primary supervision of all activities on the archery range. This includes planning and leading cabin groups in age appropriate archery sessions while teaching and monitoring proper use of equipment. 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 archery certification from a nationally recognized organization. Must be at least 18 years old. \$3,500/season + room & board

**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. Must be at least 18 years old. \$3,500/season + room & board

**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. \$3,500/season + room & board

**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. \$3,500/season + room & board

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**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. \$3,500/season + room & board

**Outdoor Living Skills Specialist: (2)** 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. \$3,500/season + room & board

**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. \$3,500/season + room & board

**Waterfront Specialist/Lifeguard: (3)** 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. Must be at least 18 years old. \$3,500/season + room & board

### **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. \$3,500/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. \$3,000/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. \$3,000/season + room & board

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

**Unit Resource: (4)** 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. \$3,000/season + room & board