



Job Description

Job Title: **Site Staff**
Classification: **Full Time, Year Round**
Reports to: **Executive Director**

Position Purpose:

To further the mission of the camp by providing support to the four main operational areas of camp on an as needed basis:

- **Program** - assist the Assistant Assistant Director in planning and delivering various program activities and events that are safe and age appropriate.
- **Property** - assist the Property Director with the development, maintenance, and repair of the camp's building, grounds, equipment, and other facilities.
- **Food Service** - assist the Food Service Director in carrying out the overall food service needs of the camp.
- **Housekeeping** - assist the Housekeeping Director in maintaining a clean, sanitary, comfortable, and tidy environment.

Site Staff will also support other needs of the camp as deemed necessary by the Executive Director.

Essential Job Functions:

1. Communicate regularly with the camp's Office Manager regarding work schedule. The Office Manager will provide a monthly work schedule based on the overall needs of the camp for that month.
2. When working in specific operational areas of the camp you will report to and work directly under the supervision of the director of that specific area.

Other Job Duties:

1. Attend monthly team meetings.
2. Maintain clear and positive written and verbal communication with all camp staff.
3. Participate enthusiastically in all camp activities, providing support and leadership whenever possible.

Physical Aspects of the Position:

- Ability to communicate and work with participating guests (age and skill levels) while providing necessary instruction to guests and staff.

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to endure standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Willingness to live in a camp setting and work irregular hours.
- Willingness to live in community with other staff.
- Operate with daily exposure to the sun and heat and varying weather conditions.
- Physical ability to lift equipment and supplies (up to 50 pounds).
- Ability to safely and properly use power tools and equipment.