

JOB DESCRIPTIONS AND QUALIFICATIONS

CONCESSIONIST

Required Qualifications

- Ability to set up camp store and keep track of inventory.
- Ability to work with money, make change and run a cash register.
- Ability to work with and maintain pop vending machines and fountain machines.
- Ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- Ability to work under pressure.
- Desire and ability to work in a camp setting.
- 1 year of college or 18 years of age.
- Reference that would support honesty, integrity, and commitment.

*Responsible to Camp Director and/or Assistant to the Director

General Responsibility

To work in the concession stand and camp store and keep accurate records of inventory and money going in and out of the store.

Specific Responsibilities

- Maintain inventory of supplies and merchandise.
- Be responsible for ordering supplies and merchandise as needed.
- Be responsible for counting money and totaling out each evening so that all accounts balance when turned in to the office.
- Be able to maintain and refill pop machines and fountain machines as needed.
- Keep concession stand and surrounding areas clean and neat at all times.
- Pick up grounds in morning.
- Be responsible for making popcorn for movie night.
- Be responsible for arranging other staff to help with pop and popcorn sales at movie night.
- Clean concession stand and popcorn room as well as popcorn machine at auditorium after movie night.
- Clean teaching huts semi-weekly or as needed in the evenings.
- Help with meal serving as schedule indicates.
- Be responsible for all concession operation including activities at the Masonic Auditorium such as the Fiddle Contest.

Essential Functions

Must have physical strength (to lift, carry, load, mop, etc.); must be able to handle money accurately and be able to make change; must be able to operate machines required of the position. Must have an impeccable sense of honesty.

KITCHEN HELPER/DISHWASHER

Required Qualifications

- Desire to work in a camp kitchen.
- Ability to learn to do tasks as assigned.
- Ability to accept supervision.
- Ability to work well with others.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity and adaptability.
- Desire to work in a camp setting.
- Ability to keep all facilities and equipment clean and sanitary.

*Responsible to Food Service Manager and/or Camp Director

General Responsibilities

- Wash dishes, glasses and silverware by hand or machine.
- Sweep and mop kitchen and dining room.
- Take out trash from kitchen and dining room to dumpster.
- Clean and wash trash cans at least every other day, daily if needed.
- Cut, peel, and wash vegetables, as needed.
- Mix juice, and serve juice, milk and water.
- Help unload supply truck and put supplies away.
- Clean spillage in kitchen or dining room.
- Make sure dishwasher area is kept clean. Straighten counter and clean after each meal.
- Help in any area of kitchen or dining room as requested by Food Service Manager.
- Be ready to accept other miscellaneous related kitchen responsibilities and other duties may be assigned as required.

Essential Functions

Must be able to lift/load/move food and supplies; lift dishes to storage location; use kitchen equipment safely; operate dishwasher while maintaining appropriate temperature; determine cleanliness of dishes, food contact surface and kitchen area.

EQUIPMENT MANAGER

Required Qualifications

- Mature, capable, mechanically oriented person.
- Ability to accept guidance and supervision from, and work with others.
- Desire to live and work in a camp community.
- Self-starter and organizer.
- Enthusiasm, sense of humor, patience and self-control.
- Have neat appearance with keen sense for efficiency, organization and willingness to help.

*Responsible to Camp Director

General Responsibility

To maintain the facilities of camp and move equipment as necessary.

Specific Responsibilities

- Assist in moving materials and supplies to appropriate areas in camp as needed.
- Maintain inventory of maintenance supplies and equipment.
- Keep rehearsal facilities clean.
- Be available at all times to respond to camper emergencies.
- Keep and maintain vehicles in good operating condition.
- Maintain grounds to reduce risk of danger or injury to person using grounds and facilities.
- Check and repair chairs and benches.
- Repair items recommended by staff.
- Communicate daily with Camp Director when possible, and set up a workable and productive schedule.
- Complete reports for review by Camp Director on progress, problems, and projections for repairs and replacement.
- Attend staff training as time permits.
- Provide professional and artistic assistance at all concerts and rehearsals.
- Be ready to accept other miscellaneous related equipment manager responsibilities and other duties may be assigned as required.

Essential Functions

Must be able to use equipment and tools; drive a standard transmission vehicle; have a current drivers license; observe what needs to be done; communicate with staff; have physical strength (to lift, dig, load, unload, mop, repair, etc.); have a professional attitude and a sincere willingness to help students at all times.

SECRETARY

Required Qualifications

- Experience in office procedures (i.e., filing, answering telephones, photocopying, meeting public, etc.); good receptionist skills.
- Ability to use a word processor (computer or typewriter).
- Ability to accept guidance and supervision.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- Desire and ability to work in a camp setting.
- 1 year of college or 18 years of age.

*Responsible to Camp Director, Assistant to the Director and/or Administrative Assistant

General Responsibility

To facilitate the work of the Camp Director, Assistant to the Director, and Administrative Assistant.

Specific Responsibilities

- Store and keep equipment in good condition.
- Answer phones and take accurate messages.
- Keep office and surrounding area clean and neat.
- Oversee the sorting of camp mail and prepare outgoing mail.
- Coordinate work coming into and out of the office (i.e., photocopying, word processing, producing program materials, etc.)
- Be courteous and help expedite office business and the handling of any office concerns.
- Be familiar and follow through with camp policies regarding camper and staff phone calls and messages.
- Conduct end-of-season inventory of all office equipment and supplies.
- Pack all office materials and supplies when season ends.
- Be ready to accept other miscellaneous related secretarial responsibilities and other duties may be assigned as required.

Essential Functions

Must be able to use office equipment; use telephone; handle, file, and keep neat and orderly records; relate to camper needs; must be able to handle money accurately, make change and be responsible for money coming into office. A neat appearance and exceptional public relations skills are also essential.

CAMP NURSE

Required Qualifications

- Licensed Professional Nurse, LPN, RN.
- Must be 21 years of age or older.
- Experience with children and young adults desirable.
- Ability to originate, update, and/or monitor health care, dispense medication, maintain records, and implement the camp health care plan.
- Current CPR and first aid certifications.
- Desire to work and live in a camp community.

*Responsible to Camp Director.

General Responsibilities

To be the health manager for the camp; supervise health and cleanliness standards; work with Camp Director and staff; and help provide adequate physical health conditions for all.

Specific Responsibilities

- Ensure each staff member and camper has on file a health history and examination form, as required.

- Set up system for health screening for arriving campers and staff.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Coordinate coverage of the health center.
- Post hours for daily medications and health call.
- Make appointments, when necessary, with medical/dental personnel in the community.
- Check and issue first-aid kits.
- Keep accident/incident reports that can be used for risk-management assessment.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season.
- Monitor health of all staff including kitchen staff.
- Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- Be knowledgeable of any information on all health forms that may be of significance to the welfare of staff and students or to potential legal concerns of the camp.

Essential Functions

Must be able to drive to doctor or emergency treatment locations; lift/assist campers or staff; read prescriptions and health forms and carry out orders; get to remote locations on camp property quickly; use telephone; administer basic first aid treatment; make recommendations for transfer to hospital or clinic when necessary.

LIBRARIAN

Required Qualifications

- Music background (instrumental knowledge helpful).
- Music librarian experience extremely helpful.
- Ability to relate well to others.
- Ability to operate computer, copy machine and typewriter.
- Ability to maintain contents of music library.
- Ability to supervise students.
- Ability to accept guidance and supervision.
- College student or at least 18 years of age.

*Responsible to Camp Director and/or Head Librarian.

General Responsibility

To facilitate the use of the library and to maintain inventory of music and other library materials.

Specific Responsibilities

- Keep Camp Director informed as music arrives from Guest Conductors.
- Fill folders for various groups each week (usually completed by Wednesday evening).
- Take folders to all rehearsals each day and collect them each evening. Check to see that all folders are present and accounted for.
- Be available to make copies for instructors as needed for teaching purposes.
- Supervise Music Library maintaining the security of building and all materials.
- Empty folders at end of each session. Destroy all copies.
- Mail borrowed music back to Guest Conductors.
- Keep an accurate inventory of all choral sessions music and how many copies of each that students purchased and how many copies of each are to be returned to music store.
- Catalog new music purchased by camp.
- Keep library clean and neat at all times.

- Help with meal serving as outlined in schedule.
- Be ready to accept other miscellaneous related librarian responsibilities and other duties may be assigned as required.

Essential Functions

Must be able to use office equipment; handle and file music; keep an accurate check-out system; be able to speak in front of large groups; be able to lift/carry heavy music boxes. Must be able to take a firm position in defending and maintaining the security of the library.

HOUSEKEEPING

Required Qualifications

- Experience in cleaning.
- Knowledge of cleaning standards for bathrooms.
- Ability to work well with others.
- Self-starter and organizer.

*Responsible to Camp Director and/or Assistant to the Director

General Responsibilities

- Daily cleaning of bathrooms in dormitories and public restrooms including showers, sinks and toilets.
- Mop public restrooms as necessary.
- Maintain inventory of cleaning equipment, supplies and Laundromat facilities including towels and bedding.
- Clean staff housing 1-2 times/week including showers, toilets, sinks, vanities and mirrors; mop hard-surface floors; vacuum carpets; dust as necessary.
- Make up beds and guest rooms for staff who come by air transportation and Guest Conductors.
- Do laundry as necessary: cleaning rags; camp bedding, towels, etc.
- Make up bedding and towel sets for foreign students as requested by Director of Students.
- Help in any area of kitchen or dining room as requested by food service manager.
- Ensure that adequate quantities of paper products are maintained in all restrooms.
- Be ready to accept other miscellaneous related housekeeping responsibilities and other duties may be assigned as required.

Essential Functions

Must be able to use cleaning supplies and equipment properly; observe what needs to be done; communicate with staff; have physical strength (to lift, mop, vacuum). Have a sense of pride in your work and desire to work for perfection in maintaining a clean and sanitary camp.

DEAN OF BOYS/GIRLS (Counselors)

Required Qualifications

- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- High school graduate or equivalent, at least 3 years of college and/or experience working with students.
- Physical stamina to supervise junior high and high school students.
- Leadership and confidence skills to command the respect of junior high and high school students.
- Ability to care for and maintain the safety and welfare of students when not in class.

*Responsible to Director of Student Affairs.

General responsibility to identify and meet camper needs.

Specific Responsibilities

- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for interaction between campers and staff.
- Provide opportunities for discussion of individual or group problems or concerns.
- Carry out established roles for supervising camper health.
- Carry out established roles for enforcing camp safety regulations.
- Supervise assigned aspects of the campers' day including morning reveille, cabin clean-up, meal times, evening activities, getting ready for bed, and after-hours duty as assigned.
- Instruct campers in emergency procedures such as fire drills evacuating the dorms, etc.
- Prepare for and actively participate in staff training and meetings.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean up and chores, sportsmanship, and table manners.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and use of drugs.
- Encourage respect for personal property, camp equipment, and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with campers' parents.
- Be ready to accept other miscellaneous related responsibilities and other duties may be assigned as required.
- Assist with food service activities including serving at meal times.

Essential Functions

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary assistance to campers.
- Abilities 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 camp activities.