

APPENDIX A: CAMP JOB DESCRIPTIONS

Mountain Meadow Camp Staff are expected to implement and uphold the mission, policies and procedures of Mountain Meadow Country Experience and the summer camp program, and to represent Mountain Meadow both on and off camp property during the camp season. Camp is a 24-hour a day, 7 day a week work environment. Except when off camp on a day or half day off, staff are expected to be available in the case of an emergency. Staff may be required to deal with situations during nighttime hours.

CAMP DIRECTOR:

Reports to: The Executive Director

Oversees: All camp staff

Directly oversee: The Program Coordinator, Unit Leaders, Kitchen Director, Art Director, Waterfront Director, Medical Director, Camper Advocate.

Essential Functions:

1. Must be at least 21 years of age, 25 and over preferred.
2. Ability to communicate and work with campers and provide necessary instruction to campers.
3. Ability to observe campers behavior, assess its appropriateness, enforce appropriate Risk Management Code regulations and emergency procedures and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
5. Ability to train staff and campers in safety regulations and emergency procedures.

Pre-Camp Responsibilities:

1. Communicate and collaborate with the Executive Director and/or the Program Consultant during the camp planning process.
2. Review policies, procedures, camp applications, job descriptions, and interview questions.
3. Oversee the Hiring Committee, Area Directors and Unit Leaders to interview and hire camp staff.
4. Plan and implement a pre-camp Summer Leadership Orientation & Training.
5. Plan and implement Staff Orientation.
6. Work with the Program Coordinator to create programming schedules prior to camp, including, but not limited to, DYOTs, staff days off, tent time, kids meeting, co-op chores, staff activity schedules, and evening activity schedules, as well as schedules for special days and events.
7. Work with the Kitchen Director in the planning of the menu and the ordering of food.
8. Work with the Art Director to ensure the ordering of art supplies & DYOT materials.

Responsibilities During Camp:

1. Facilitate daily meetings with Area Directors & Unit Leaders.
2. Communicate regularly with the Program Coordinator, Unit leaders, Camper Advocate, and Area Directors to provide support and supervision as well as obtain relevant information.
3. Coordinate with appropriate agencies regarding special events, visitors, service contracts, insurance and state inspectors.
4. Monitor staff performance (primarily through Unit Leaders and Area Directors)
5. Collaborate with Unit Leaders on all staff and camper related decisions as necessary. Responsible

for all final decisions, the Camp Director may need to consult with Executive Director or Program Consultant if necessary.

6. Be available for any or all staff, camper, and parent concerns.
7. Be aware of and address any challenges that compromise a safe, nurturing environment for all campers and staff.
8. Be responsible for knowing and training staff and campers in fire drills, foul weather procedures, lost camper procedures, serious and life threatening situations, trespassers in camp, walkie talkie procedures, and other necessary procedures
9. Support the leadership of the Waterfront Director in a water-related emergency and the leadership of the Medical Director in a health-related emergency. Take leadership in all other emergency situations
10. Supervise regular inspections of key areas of camp for safety standards: kitchen, waterfront, center camp, buildings, parking area, laundry area, shower and tent circle areas.
11. Work closely with any outside agency investigating a situation in camp.
12. Implement and uphold site rental policies
13. Communicate with the site ranger about site needs and any damages that may occur.
14. Conduct walk through with site ranger at the beginning and end of camp.
15. Complete incident reports as needed. Oversee the completion of incident reports by all other staff members. Ensure that all incident reports are completed and given to the Camp Director within 24 hours of the incident-taking place.
16. Coordinate maintenance of the site, arrange for the purchase of new materials, and manage the maintenance of camp's belongings.
17. Consult with Executive Director or Program Consultant prior to firing staff.
18. Perform all other duties as assigned.

Post-Camp Responsibilities:

1. Submit a written report to the Executive Director following the completion of camp.
2. Conduct performance reviews with Unit Leaders, Camper Advocate, Program Coordinator, and Area Directors.
3. Participate in a performance review with the Executive Director.

PROGRAM COORDINATOR:

Reports to: Camp Director

Oversees: Administrative Assistant, Program Floating Counselor

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to communicate and work with youth and provide necessary instruction to campers.
3. Ability to observe campers behavior, assess its appropriateness, enforce appropriate Risk Management Code regulations and emergency procedures and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
5. Ability to train staff and campers in safety regulations and emergency procedures.

Pre-Camp Responsibilities:

1. Communicate with the Camp Director for organizational orientation, including policies and procedures, mission, daily schedule, and programming.
2. Create programming schedules prior to camp, including, but not limited to, DYOTs, staff days off, tent time, kids meeting, co-op chores, staff activity schedules and evening activity schedules, as well as schedules for special days and events.
3. Work with the Art Director to assure that all programming materials are ordered prior to camp.

Responsibilities During Camp:

1. Develop, plan, and implement all tasks related to DYOT's. This includes but is not limited to: coordinating DYOT commercials & registration, staff coverage, camper attendance, curriculum planning, & materials.
2. Assure smooth running of all programs and schedules including but not limited to, DYOTs, staff days off, tent time, kids meeting, co-op chores, staff activity schedules and evening activity schedules, as well as schedules for special days and events.
3. Delegate and oversee leadership of whole camp activities.
4. Support kid's meeting facilitation.
5. Trouble shoot programming and scheduling conflicts.
6. Coordinate alternative programming activities as needed (i.e. rainy-day activities)
7. Keep the camp community informed of the daily schedule and schedule changes through postings on the announcement board and communication with the Camp Director, Unit Leaders, and Area Directors.
8. Assist in tent circles or other areas of camp as time allows. (Check-in with the Unit Leaders to assess where the Program Coordinator would be most needed)
9. Coordinate pre-meal circles
10. Attend leadership meetings
11. Support and supervise staff
12. Maintain regular open communication with staff
13. Perform mid and end of camp evaluations with staff
14. Submit, and assure staff submit, necessary incident reports to Camp Director within 24 hours of the incident-taking place.
15. Perform all other duties as assigned.

ADMINISTRATIVE ASSISTANT:

Reports to: Program Coordinator

Essential Functions:

1. Must be at least 18 years old.
2. Must be able to use computer and phone.
3. Must be able to drive to pick up supplies, carry supplies and unload.
4. Must be able to keep neat and orderly records.
6. A valid drivers license is required for this position.

Specific Responsibilities:

1. Type and post announcements for the camp community.
2. Serve as the point person to make shopping or supply procurement runs off site.

3. Provide transportation to the camp community as needed.
4. Manage petty cash box.
5. Take and deliver phone messages.
6. Coordinate the ringing of camp bells.
7. Assist Program Coordinator in assuring the smooth running of co-op chores.
8. Assist in office set-up and tear down
9. Create a year-end inventory of office supplies to be given to the Camp Director
11. Performs Administrative duties as needed.
12. Perform all other duties as assigned.

UNIT LEADER:

Reports to: Camp Director

Over Sees: Tent Counselors, Junior Staff (if applicable), and Floating Staff

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to communicate and provide necessary instruction to campers.
3. Ability to communicate and provide necessary instruction and guidance to counselors.
4. Ability to observe camper behavior and assess its appropriateness, and to apply appropriate behavioral management techniques.
5. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
6. Ability to enforce appropriate Risk Management Code/Crisis Management Code regulations and emergency procedures.
7. Ability to train staff and campers in safety regulations and emergency procedures.

Pre-Camp Responsibilities:

1. Participate on the hiring committee from the time of appointment until hiring is completed.
2. Attend Summer Leadership Orientation & Training.
3. Begin building relationships with and between tent circle staff
4. Begin program planning for tent circles.

Specific Responsibilities:

1. Attend Leadership meetings
2. Facilitate tent circle meetings
3. Assure tent staff are aware and informed of schedules and other necessary camp information
4. Supervise and support staff
5. Maintain regular open communication with staff.
6. Perform mid and end of camp evaluations with staff
7. Model effective communication skills and work ethic by being available to help campers and counselors during programmed activities.
8. Ensure that all counselors, and their campers, attend programmed activities.
9. Ensure the safety of all counselors and campers.
8. Know where all campers and staff are at all times incase of an emergency.
9. Speak with parents as necessary.

10. Submit, and assure staff submit, necessary incident reports to Camp Director within 24 hours of the incident-taking place.
11. Develop night coverage schedule.
12. Report all necessary information to Camp Director
13. Work with tent circle counselors to develop and implement programming.
14. Perform all other duties as assigned.

TENT COUNSELORS:

Reports to: Unit leader

Mentors: Junior Counselors (if applicable)

Essential Functions:

1. Must be at least 18 years of age, unless the staff member is part of the Jr. Staff Program.
2. Ability to communicate and work with campers and provide necessary instruction to campers.
3. Ability to observe campers behavior assess its appropriateness, enforce appropriate safety code regulations and emergency procedures and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.

Pre-Camp Responsibilities:

1. Design programming and secure material for DYOTs.
2. Brainstorm programming ideas for Kids Meeting & Tent Time activities.

Specific Responsibilities:

1. Ensure safety and location of assigned campers.
2. Respect the daily schedule and ensure campers attend scheduled activities.
3. Ensure all campers utilize the "buddy" system
4. Assist campers in abiding by camp policies.
5. Role model program participation, professional behavior, effective communication skills and work ethic.
6. Attend staff meetings.
7. Maintain regular open communicate with Unit Leader.
8. Report all necessary information to Unit Leader.
9. Work with and mentor Junior Counselors (if applicable).
10. Serve as role models for SIT's.
11. Work with Unit Leader and Tent Circle Staff to plan and implement programming for the tent circle.
12. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
13. Perform all other duties as assigned.

FLOATING COUNSELOR:

Reports to: Area Director

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to communicate and work with campers and provide necessary instruction to campers.
3. Ability to observe campers behavior assess its appropriateness, enforce appropriate safety code regulations and emergency procedures and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.

Specific Responsibilities:

1. Ensure safety and location of assigned campers.
2. Respect the daily schedule and ensure campers attend scheduled activities.
3. Ensure all campers utilize the "buddy" system.
4. Assist campers in abiding by camp policies.
5. Provide coverage as needed.
6. Maintain regular open communication with supervisor.
7. Role model program participation, professional behavior, effective communication skills and work ethic.
8. Assist in planning and implementing programming within the tent circles.
9. Be available to help campers and other counselors during programmed activities.
10. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
11. Perform all other duties as assigned.

PROGRAM FLOATING COUNSELOR:

Reports to: Program Coordinator

Supports: Junior Staff

Essential Functions:

1. Must be at least 18 years of age
2. Ability to communicate and work with campers and provide necessary instruction to campers.
3. Ability to observe campers behavior assess its appropriateness, enforce appropriate safety code regulations and emergency procedures and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.

Pre-Camp Responsibilities:

1. Meet with the Camp Director to review Junior Staff Program.
2. Design Junior Staff programming

Specific Responsibilities:

1. Fulfill all Floating Counselor responsibilities (see Floating Counselor job description)
2. Develop and oversee leadership trainings for Junior Staff.
3. Schedule and facilitate regular check-ins with Junior Staff.

4. Assure communication with leadership staff regarding Junior Staff Schedules to assure adequate coverage.
5. Mentor and support Junior Staff.
6. Work with the Junior Staff to plan and implement the Junior Staff day off.
7. Perform all other duties as assigned.

CAMPER ADVOCATE:

Reports to: Camp Director

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to communicate and provide necessary instruction to campers.
3. Ability to communicate and provide necessary instruction and guidance to counselors.
4. Ability to observe camper behavior and assess its appropriateness, and to apply appropriate behavioral management techniques.
5. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
6. Ability to enforce appropriate Risk Management Code/Crisis Management Code regulations and emergency procedures.
7. Ability to train staff and campers in safety regulations and emergency procedures.

Pre-Camp Responsibilities:

1. In coordination with the Medical Director, contact families of campers with special needs to assess how Mountain Meadow can best meet their needs.

Specific Responsibilities:

1. Support counselors in meeting the needs of their campers.
2. With the involvement of the Unit Leader, schedule meetings with campers and/or parents as needed.
3. Be aware of campers' individual needs.
4. Role model program participation, professional behavior, effective communication skills and work ethic.
5. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
6. Act as liaison between campers and their counselors.
7. Assist in camper related crises.
8. Assist in assessing campers' mental & emotional health.
9. Be available during parent call in hours.
10. Perform all other duties as assigned.

WATER FRONT DIRECTOR:

Reports to: Camp Director

Oversees: Lifeguards

Essential Functions:

1. Must be at least 18 years of age, 21 or over preferred.
2. Ability to stand for extended periods of time.
3. Ability to maintain visual supervision of pool area.
4. Ability to train staff in safety regulations and emergency procedures.
5. Ability to communicate and work with campers and provide necessary instruction to campers.
6. Ability to observe campers behavior, assess its appropriateness, enforce appropriate safety code regulations and emergency procedures and apply appropriate behavior management techniques.
7. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
8. Ability to use all pool equipment.

Requirements:

1. Proven American Red Cross (or equivalent) Certification in the following: Water Safety Instructor, Life guarding r. 01, C.P.R. for the Professional, First Aid Rescuer, Waterfront life guarding, Boating/Fundamentals of Canoeing Instructor
2. Administrative and supervisory experience in running a lake and pool.

Pre-Camp Responsibilities:

1. Participate in the hiring of lifeguards.
2. Work with lifeguards to design DYOT activities.

Responsibilities During Camp:

1. Assure safety of patrons at waterfront areas.
2. Inventory waterfront equipment prior to opening the waterfront.
3. Review waterfront lifesaving skills with staff prior to opening waterfront.
4. Conduct regular maintenance of the pool & waterfront.
5. Ensure adherence to County Health Department policies.
6. Maintain a first aid station with supplies and equipment at each site.
7. Assure waterfront areas are secured when not in use.
8. Schedule appropriate staff coverage for water activities.
9. Supervise and support staff
10. Maintain regular open communication with staff.
11. Perform mid and end of camp evaluations with staff
12. Assess all injuries that occur in or around the waterfront areas and implement emergency plan when necessary.
13. Keep records of all injuries incurred on, in or around the waterfronts.
14. Report dangerous conditions to Camp Director.
15. Submit, and assure staff submit, necessary incident reports to Camp Director within 24 hours of the incident-taking place.
16. Be a part of the entire camp community, and model this for the lifeguards.
17. Assist in tent circles at specified times.
18. Provide aquatic programming to camp community.
19. Inventory, pack, and close down waterfronts at the end of the camp session. Give inventory with suggested purchases, if any, to Camp Director.
20. Perform all other duties as assigned.

LIFEGAURDS:

Reports to: Waterfront Director

Essential Functions:

1. Must be at least 18 years of age, unless the staff member is part of the Jr. Staff Program.
2. Ability to stand for extended periods of time.
3. Ability to maintain visual supervision of pool area.
4. Ability to train staff in safety regulations and emergency procedures.
5. Ability to communicate and work with campers and provide necessary instruction to campers.
6. Ability to observe campers behavior, assess its appropriateness, enforce appropriate safety code regulations and emergency procedures and apply appropriate behavior management techniques.
7. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
8. Ability to use all pool equipment.

Requirements:

1. Proven American Red Cross (or equivalent) lifeguard, first aid and CPR for the professional certification.
2. Water Safety Instructor, Waterfront Life guarding, Boating/Fundamentals of Canoeing Instructor are appreciated but not required.

Specific Responsibilities During Camp:

1. Provide Aquatic activities to the camp community.
2. Assist with pool and boat maintenance.
3. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
4. Ensure all campers utilize the "buddy" system
5. Assist campers in abiding by camp policies.
6. Role model program participation, professional behavior, effective communication skills and work ethic.
7. maintain regular open communication with Waterfront Director
8. Relay all necessary information to Waterfront Director
9. Assist in tent circles at specified times.
10. Perform all other duties as assigned.

Special Note:

All lifeguards, including the Waterfront Director, are assigned to tent circles. When there are no immediate waterfront duties, and staff are not on their time off, they are expected to be assisting with their assigned tent group. Waterfront staff are expected to be at meals, Kid's Meeting, evening activities, and to assist the campers in getting to bed. Lifeguards need to be in communication with the Waterfront Director regarding their whereabouts.

ART DIRECTOR:

Reports to: Camp Director

Over sees: Junior Art Staff

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to communicate and work with youth and provide necessary instruction to campers.
3. Ability to observe campers behavior, assess its appropriateness, enforce appropriate Risk Management Code regulations and emergency procedures and apply appropriate behavior management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to any camper activity the staff member participates in or leads.
5. Ability to train staff and campers in safety regulations and emergency procedures.

Pre-Camp Responsibilities:

1. Review art supply inventory from previous summer.
2. Work with Camp Director to order and seek the donation of art related supplies, exercising thrift and cost-efficiency where applicable.
3. Work with Camp Director to review and potentially edit art shack rules.
4. Design programming and secure materials for DYOTs, tent time, free time and other art activities.

Specific Responsibilities During Camp:

1. Construct and post bulletin boards throughout camp.
2. Lead Four DYOTs, tent time and free time activities daily, as well as other occasional activities.
3. Maintain Art Cabin safety and cleanliness standards as per Mountain Meadow and Renter healthstandards.
4. Collaborate with Camp Leadership on all art-related items.
5. Assist with the yearbook as needed.
6. Coordinate Final Camp Show.
7. Create camp slide show.
8. Inventory, pack, and close down art cabin at the end of the camp session. Give inventory with suggested purchases to the Camp Director.
10. Supervise and support staff.
11. Maintain regular open communication with staff.
12. Perform mid and end of camp evaluations with staff
13. Submit, and assure staff submit, necessary incident reports to Camp Director within 24 hours of the incident-taking place.
14. Assist in tent circles at specified times.
15. Perform all other duties as assigned.

Special Note

All Art Staff, including the Art Director, are assigned to tent circles. When there are no immediate Art Shack duties, and staff are not on their time off, they are expected to be assisting with their assigned tent group. The Art staff is expected to be at meals, Kid's Meeting, evening activities, and to assist the campers in getting to bed.

FOOD SERVICE DIRECTOR:

Reports to: Camp Director

Oversees: Assistant Kitchen Director, Kitchen Staff

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to use all mechanical /electrical kitchen equipment.
3. Ability to order food and supplies and drive to pick up supplies.
4. Ability to carry supplies and load supply closets.
5. Ability to keep neat and orderly records.
6. Ability to train staff and campers in safety regulations and emergency procedures.
7. Visual and auditory ability to identify and respond to hazards related to the operation of the Food Service.

Pre-Camp Responsibilities:

1. Plan a healthy and fun menu for campers and staff that is sensitive to personal dietary restrictions (vegetarian, vegan, food allergies, etc.)
2. Order necessary supplies in a cost-effective manner, staying within the allotted budget.
3. Participate in the hiring of the kitchen staff.
4. Prepare time off schedule for kitchen staff.
5. Secure and read a copy of Chapter 12 of the New Jersey State Regulations.
6. Provide necessary information and material for year-round staff to complete the NJ Summer Food Program application.
7. Prepare orientation for kitchen staff. Request allotted time from Camp Director so the staff orientation schedule can be designed accordingly.

Responsibilities During Camp:

1. Supervise the preparation and service of meals to the entire camp community, which include three meals and two snacks a day.
2. Supervise, teach, and encourage the growth of the kitchen staff.
3. Maintain regular open communication with staff.
4. Perform mid and end of camp evaluations with staff
5. Supervise kitchen and dining hall clean up after meals.
6. Keep the kitchen in a clean and sanitary condition in accordance with Chapter 12 of the New Jersey State Regulations.
7. Maintain safety standards.
8. Maintain food inventory in line with the camp budget.
10. Keep all necessary paperwork for, and assure food is served in accordance with, NJ Summer Food Program guidelines.
11. Be a part of the entire camp community, and model this for the kitchen staff.
12. Coordinate final kitchen clean and lock up.
13. Report all food budget information to the Camp Director, including receipts, totals, and outstanding expenses and credits.
14. Submit, and assure staff submit, necessary incident reports to Camp Director within 24 hours of the incident-taking place.
15. Perform all other duties as assigned.

ASSISTANT FOOD SERVICE DIRECTOR:

Reports to: Kitchen Director

Over sees: Kitchen Staff

Essential Functions:

1. Must be at least 18 years of age.
2. Ability to use all mechanical /electrical kitchen equipment.
3. Ability to order food and supplies and drive to pick up supplies.
4. Ability to carry supplies and load supply closets.
5. Ability to keep neat and orderly records.
6. Ability to train staff and campers in safety regulations and emergency procedures.
7. Visual and auditory ability to identify and respond to hazards related to the operation of the Food Service.

Responsibilities During Camp:

1. Assist Kitchen Director in supervising the preparation and service of meals to the entire camp community, which include three meals and two snacks a day.
2. Help Kitchen Director Supervise, teach, and encourage the growth of the kitchen staff.
3. Maintain regular open communication with staff and Kitchen Director
4. Keep kitchen in a clean and sanitary condition in accordance with Chapter 12 of the New Jersey State Regulations.
5. Maintain safety standards.
6. Maintain organization of kitchen and dining hall
7. Plan impromptu alternative meals with sensitivity to personal dietary requirements (vegetarian, vegan, food allergies, etc.)
8. Be a part of the entire camp community, and model this for the kitchen staff.
9. Fulfill duties and responsibilities of the Kitchen Director in the case of his/her absence and on her/his time off.
10. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
11. Perform all other duties as assigned.

KITCHEN STAFF:

Reports to: Kitchen Director

Essential Functions:

1. Must be at least 18 years old unless the staff member is part of the Jr. Staff Program.
2. Ability to use all mechanical /electrical kitchen equipment.
3. Ability to order food and supplies and drive to pick up supplies.
4. Ability to carry supplies and load supply closets.
5. Ability to keep neat and orderly records.
6. Ability to train staff and campers in safety regulations and emergency procedures.
7. Visual and auditory ability to identify and respond to hazards related to the operation of the Food Service.

Responsibilities During Camp:

1. Prepare meals and snacks
2. Serve food during mealtime
3. Maintain cleanliness and order in the kitchen
4. Operate dishwasher, including the loading, unloading, and storage of clean dishes
5. Organize all deliveries upon arrival
6. Assist campers and staff with their clean-up responsibilities
7. Be a part of the camp community by participating in camp activities as time provides
8. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
9. Perform all other duties as assigned.

FLOATING KITCHEN STAFF:

Reports to: Kitchen Director

Essential Functions:

1. Must be at least 18 years old.
2. Ability to use all mechanical /electrical kitchen equipment.
3. Ability to order food and supplies and drive to pick up supplies.
4. Ability to carry supplies and load supply closets.
5. Ability to keep neat and orderly records.
6. Ability to train staff and campers in safety regulations and emergency procedures.
7. Visual and auditory ability to identify and respond to hazards related to the operation of the Food Service.
8. A valid driver's license is required for this position.

Responsibilities During Camp:

1. Responsible for driving to pick up food and supplies as needed
2. Preparing meals and snacks
3. Serve food during mealtime
4. Maintain cleanliness and order in the kitchen
5. Operate dishwasher, including the loading, unloading, and storage of clean dishes
6. Organize all deliveries upon arrival
7. Assist campers and staff with their clean-up responsibilities
8. Be a part of the camp community by participating in camp activities as time provides
9. Submit necessary incident reports to Camp Director within 24 hours of the incident-taking place.
10. Perform all other duties as assigned.

MEDICAL DIRECTOR:

Reports to: Camp Director

Oversees: Medical Floating Counselor

Essential Functions:

1. Must be at least 21 years of age.
2. Ability to lift/assist campers or staff, and provide necessary instruction to campers.

3. Ability to read prescriptions and health exams from physicians.
4. Ability to quickly get to remote locations on camp property.
5. Ability to use telephone, observe and assess unsanitary or unhealthy conditions at camp.
6. Ability to drive to doctor or hospital.
7. Ability to train staff in safety regulations.

Requirements:

1. Provide proof of one of the following certifications: Registered Nurse, Athletic Trainer, Paramedic, or Emergency Response Technician

Pre-Camp Responsibilities:

1. Review all health forms
2. Works with the Camper Advocate in the calling of parents of campers with medical conditions that require special attention.

Responsibilities During Camp:

1. Provide medications to campers who come with regularly scheduled medications, assessing for side effects and efficacy.
2. Provide “office hours” for sick campers and staff.
3. Provide leadership in medical emergencies.
4. Determine the need for 911 to be called or for a camper or staff member to go to the hospital.
5. Contact campers’ parents regarding medical issues.
6. Assess all campers with significant injuries.
7. Provide care for and supervision of any camper who is too ill to participate in daily camp activities.
8. Maintain safety and health standards.
9. Supervise and support staff
10. Maintain regular open communication with staff.
11. Perform mid and end of camp evaluations with staff
12. Inventory, pack, and close down medical center at the end of the camp session. Give inventory with suggested purchases to the Camp Director.
13. Submit, and assure staff submit, necessary incident reports to Camp Director within 24 hours of the incident-taking place.
14. Perform all other duties as assigned.

MEDICAL FLOATING COUNSELOR:

Reports to: Medical Director

Essential Functions:

1. Must be at least 21 years of age.
2. Ability to assist campers or staff, and provide necessary instruction to campers.
3. Ability to read prescriptions and health exams from physicians.
4. Ability to quickly get to remote locations on camp property.
5. Ability to use telephone, observe and assess unsanitary or unhealthy conditions at Camp.
6. Ability to drive to doctor or hospital.

7. Ability to train staff in safety regulations.

Requirements:

1. Provide proof of one of the following certifications: Certified Nursing Assistant, Licensed Nurse Practitioner, Athletic Trainer or Emergency Response Technician.

Responsibilities During Camp:

1. Assist with medicine distribution and other medical needs as necessary
2. Maintain regular open communication with Medical Director
3. Fill-in for Medical Director if he/she is not available for any reason
4. Serve as a floating counselor when not needed for medical coverage (See floating counselor job description).
5. Perform all other duties as assigned.