

Position Overview

Assistant/Unit Directors

Principal Function:

To assist in staff training of counselors, and activity leaders with their specific responsibilities. Oversight of planning and implementation of a productive and fun activity program. Work cohesively with other Unit Directors, Assistant Directors, and Camp Director. Some supervisory responsibility as well.

Work intensively with supervisory staff, offer frequent direction and instruction and supervision as it relates to

- Camper Health and Safety
- Camper and Staff daily living experiences (activities, cabin life, eating habits)
- Develop routines or procedures as necessary
- Assist with staff training
- Evaluate Staff
- Contact point for Parents
- Ensure an atmosphere of good morale and well-being among camp community
- Maintain radio communication and be in contact with team regularly
- Other duties as they arise

Minimum Qualifications

- Experience in administrative role in camp or educational program
- Experience in working with similar population
- Experience in development or delivery of programs or activities
- Experience with day & overnight camps
- Exhibit strong leadership skills
- 21 years of age
- 3-5 years as a counselor or progressive positions at a camp, or similar working environment
- Management or Advising skills

Competencies

- Self-Management
- Active Listening
- Communication Skills
- Interpersonal Relationship Building
- Problem Solving
- Organized and Detail Oriented
- Resourceful

Working Conditions

- Resides at Camp
- Non-traditional working hours

- Works independently and as part of a cross functional team
- Indoor/Outdoor work environments

Waterfront & Aquatics Director

Primary role is to organize and administer activities at the waterfront consistent with governing standards and procedures. Ensure the proper working condition and safety is maintained during events occurring on waterfront. Develop, operate, and/or oversee programs intended for waterfront use. Orient all users of waterfront emergency procedures. This person will maintain overall quality and safety control of the Waterfront.

Additionally this person will oversee the Lifeguard(s), and pool area in terms of making sure all regulations are met.

Waterfront & Aquatics Director must possess a current and valid lifeguard certification, WSI certification, and preferably current American Red cross CPR and first aid certifications. 3-5 years' experience minimally is required, with at least one season in a supervisory role.

- **Lifeguard**

Under the direction of the Waterfront Director, Assistant Directors, and Camp Director, will manage the pool area. The lifeguard is responsible for the supervision of the pool and its participants at all times. They are responsible for the safety and security of the facility and its use. The lifeguard will maintain the cleanliness, of the deck and surrounding areas.

The lifeguard(s) must have a minimum of 3 years' experience as a lifeguard or water safety instructor, current and valid lifeguard certifications, preference given to those with WSI certifications and Pool operator certification. Knowledge of operating chair lift is a plus.

Assistant Directors:

The Assistant Directors will be responsible for supporting the Camp Director with the leadership of camp. They will perform daily camp administrative tasks such as creating schedules, camper assignments, program planning, staff management, meal time service overseeing social media outlets such as the blog, twitter, facebook etc. Communicating with guests, presenters, parents and volunteers on a daily basis is required. Creating weekly schedules of duties, programming as needed. Maintaining the daily flow of camp logistics, s/he will implement the established camp policies and procedures to ensure health and welfare of campers and report all concerns to the Camp Director. The AD's may develop and teach at least one camp lesson or program specialty session. The AD's will also assist and facilitate with all evening programs. AD's must be available beginning June (at least by phone, email or video conferencing) through the final contract date in August.

All applicants must have a minimum of 3 years experience in a camp setting, must have experience in working with people (children) with disabilities, preferably experience in supervisory positions. Minimum age requirement of 23.

- **Programing:**

Responsible for overseeing the activities. During the sessions, the Program Director (PD) is

responsible for working with LIT's, Activity Specialists/Leaders and the Master of Fun and Games (MF&G). Must possess extraordinary logistical skills, keen people skills, creativity, be comfortable navigating a computer, a wealth of excellent program ideas, and have extensive camp experience. They must embody the RYC philosophies in their words and actions. Experience supervising others in a non-power based environment is desired

- **Operations:**

Responsible for general oversight of areas of camp including program (including evening programs), kitchen, health center, transportation equipment, risk management, and much more. This role requires a person of high emotional intelligence who excels in clear and honest communication. They must embody the RYC philosophies in their words and actions. Must possess extraordinary logistical skills, keen people skills, creativity, be comfortable navigating a computer, and have extensive camp experience. Position is called "MOP" (Master of Operations). Experience supervising others in a non-power based environment is desired.

- **Staff**

Responsible for meeting camper needs, preparing awards, designing and possibly leading a program depending of skills and interest. Responsible for the oversight of counselors, jr. counselors, and CIT's. Responsible for cabin upkeep, making sure campers and counselors attend sessions and arrive in a timely manner. Will assist with living needs, such as transfers, showers. Must be able to co-lift up to 60 lbs. Must possess extraordinary logistical skills, keen people skills, creativity, be comfortable navigating a computer, a wealth of excellent program ideas, and have extensive camp experience. They must embody the RYC philosophies in their words and actions. Experience supervising others in a non-power based environment, desired.

Master of Fun and Games:

Responsible for making wish wonder and surprise a reality. Their main areas of responsibility include designing and organizing intricate evening programs and daily Playstations (recreation). The limits of what the MF&G can accomplish have yet to be seen! This role requires excellent people and group management skills, an organizational and critical mind, as well as extreme creativity. The MF&G will teach activities occasionally and may be asked to be a cabin counselor at times throughout the summer.

Arts & Crafts Director:

Oversees all things crafty. They are responsible for keeping up to date on supply needs, for reviewing the engagement and effectiveness of each art activity and its lesson plan, as well as leading the way in developing new and innovated craft projects. The Arts and Crafts Director is also responsible for providing feedback to other arts instructors, for keeping our small, rustic craft shack organized and for keeping all paperwork (lesson plans, tips, ordering details, etc.) up to date while teaching approximately 4 activities a day and supporting cabins with any crafty projects of their own. Also aids in Evening Programs and Playstations.

Counselors/Activity Specialist/Support Staff Requirements

- Minimum 18 years of age unless otherwise noted.
- 2-4 years as counselor or progressions in a position at a camp, or in a position with transferable skills
- Experience working with people with disabilities
- Advising /Mentoring Skills

Competencies

- Self-Management
- Active Listening
- Communication Skills
- Interpersonal Relationship Building
- Problem Solving
- Organized and Detail Oriented
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Working Conditions

- Resides at Camp
- Non-traditional working hours
- Works independently and as part of a cross functional team
- Indoor/Outdoor work environments

Counselor: (20)

Counselors discover the wish, wonder, and surprise of living with campers in a cabin in the woods for the summer. Learn more than you ever thought you would about relating to children in a manner that supports their growth and independence. Counselors will also serve as activity area instructors and will take lead for a few activity areas after they've learnt what is needed. Some counselors teach activities, but you tell us which ones you'd like to or your plus your creative additions. Here's a link to our activities page to get a taste of what we already offer: [click here](#)

We can teach you most activity areas, if you bring the fervent desire. And you can teach us if there are new activities that you would like to create here. Counselors are the core of camp. Minimum Age is 18.

Activity Specialist/Coordinators/Leaders (1-4)

The Activity Specialist is responsible for the delivery of a safe, fun, and appropriate camp programs. This position assists with the care and maintenance of camp activity areas and equipment. Specific program areas could include archery, high ropes course, climbing wall, martial arts, dance, arts and crafts, performing arts, outdoor skills and/or environmental programming. An Activity Specialist can also be a Counselor, whose time will be divided between both positions.

You instruct in a specific area in sports, arts, outdoor adventures. You must be qualified to prepare, teach and lead in the specific activity. Your curriculum must be developed, prepared and presented to camp director prior to camp

You must be qualified to prepare, teach and lead in the specific activity. Your curriculum must be developed, prepared and presented to camp director prior to camp. Where possible, implementation of the years' theme should be applied to the activities.

When not instructing, you will work with a group of campers and counselors.

Leader In Training (LIT) (6)

The Leader in training must be 16 years of age. All new staff, and those under 18, who were not previous campers at RYC, will be hired as LIT. The LIT will shadow the Activity Leaders/Specialist, and Master of Fun & Games primarily.

The Lit is responsible for getting and keeping the campers excited about the day, event and just camp in general. The LIT in a sense is the HYPE person, the cheerleader. The LIT's will be responsible for kicking off all evening programs, with skits or games and introducing the nights activity. They will facilitate events that require moving from station to station. LIT's are the song leaders, chanters, revelers, and noise makers. The main responsibility is to ensure that everyone is constantly having a good time. LIT's can also be an activity leader if they have proper skills and training if necessary.

LIT's may also be required to assist in the cabins, with getting folks settled down at night, and up and going in the morning. They may schedule cabin activities, or be the assistant during down time for letter writing, or other as needed.

LIT's must be motivated, energetic, creative, and willing to be a leader.

Counselor in Training (CIT)) (4)

Our CIT's are former campers at RYC. These participants go through a 2 – 3 year training process to move from camper to counselor. Some have done it in less time. If more is needed, we will grant an extra year. CIT's are chosen based upon willingness to assist other campers, ability to care for themselves, ability to give direction and lead, able to follow direction and comprehend the days activities and needs for themselves and the camper. CIT's are paired with Counselors who can offer guidance and teach them how to be a Counselor. Why we extend our program is mainly for the benefit of the camper becoming a CIT. Often times it takes time to gain confidence, or to improve on skills. All of our CIT's are previous Rotary Youth Camp, campers.

CIT's will gain experience in leading programs, and events, if they so request.

Office Assistants:

Is the main hub for communication between parents and camp on site. They are responsible for answering phone calls and emails, organizing camper mail, putting out daily schedules or changes, paperwork management with regards to registration documents and staff documentation, visitation logs and much more. This person helps keep camp running smoothly and organized. This person will be the liaison between the Office & Grants Manager, and Camp Director onsite. , The Office Manager may teach or lead one to two activities daily. High level customer service skills and multitasking ability a must. [2]

Kitchen Manager

The Kitchen Manager is critical to the success of the camp program. Responsible for coordinating the creation and delivery of 3 meals a day, plus snack, during the camp season and working with the seven

other kitchen staff (an assistant kitchen manager and six kitchen assistants). Food ordering, budgeting, inventory, cooking, staff supervision, staff scheduling, regulations, standards compliance, and creating and documenting processes are just some of the tasks the Kitchen Manager is responsible for. Contrary to some thinking, the kitchen can be a place that is enjoyable, fun, and happy for all concerned. The Kitchen Manager ensures all of these things, and much more. The successful candidate has multiple years of cooking and supervisory experience in a professional cooking environment. SafeServ certified or able to become certified prior to beginning work. Experience with budget and ordering can be made available if desired.

Assistant Kitchen Manager

Ensure the smooth functioning of the camp kitchen. Ideally, we are looking for an Assistant Kitchen Manager that has experience in the food service industry and can take a leadership role in the kitchen, organizing, directing and assisting the kitchen assistants in the making and serving of healthy, tasty, properly prepared food. This person will be a resource for other staff that may not have a strong food service background. The Assistant Kitchen Manager will spend the majority of their time working side by side with the Kitchen Assistants, supporting and organizing to ensure that meals and snacks are out promptly so that all the other program and activities can flow smoothly. Other management duties will include working with groups that come to prepare and serve evening meals, assisting with recipe and menu creation, scheduling, group management and evaluation input. Other tasks may be assigned by the Kitchen Manager or Camp Director as needed. This position is a live on position during camp.

Kitchen Assistant

Involves hands on work creating meals under the direction of the Kitchen Manager and Assistant Kitchen Manager and ensuring wholesome, nutritious food is presented on time to hungry campers and staff. Experience working in a professional kitchen is valued though not required. We will train. Kitchen Assistants are strongly encouraged to take part in clinics and evening programs and experience camp life outside the kitchen in their off time if so desired. [2]