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## Job Descriptions

Each position has specific required duties as well as general camp responsibilities which help ensure the camp program and atmosphere run smoothly and are positive. The job description details specific duties for each position. Some examples of general responsibility duties include following:

### General Staff Responsibilities and Expectations

- To connect with each camper, help them feel welcomed and included.
- To participate in activities by being actively involved and “playing.”
- To model the values and mission statement of Camp Kidwell for campers, parents, and other staff.
- To recognize troublesome situations and effectively resolve them through camp policy and procedures.
- To seek out and use camp and outside resources, to create meaningful experiences for campers.
- To work proactively with individuals and groups each day showing spontaneity & creativity.
- To balance camp standards and expectations with flexibility to create a safe environment while seizing opportunities to create unique experiences.
- To use self-care and positive techniques for reducing stress.
- To respond quickly and effectively to situations, including emergencies.

### Staff Positions

[Alumni Staff](#)  
[Archery Instructor](#)  
[Assistant Director](#)  
[Cabin Counselor](#)  
[Cabin Leader](#)  
[Camp Chef](#)

[Canoe Instructor](#)  
[CIT \(Counselor in Training\)](#)  
[Day Camp Instructor](#)  
[Head Counselor](#)  
[Health Officer](#)  
[Horseback Riding Instructor](#)

[Horseback Riding Assistant](#)  
[Lifeguard](#)  
[Team Building \(ropes and climbing tower\)](#)

Please don't hesitate to ask questions if you have them. You can call 269-521-3559 or email [office@campkidwell.org](mailto:office@campkidwell.org). We are happy to help!

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# Camp Kidwell Summer Camp Job Description

**Staff Position: Alumni Staff**

**Salary: Starting at \$400/week**

**General Requirements:**

- *Must have a desire to work with children.*
- *Must work well with others.*
- *Must be willing to participate in all camp activities.*
- *Must participate in weekly set up and clean up.*
- *Must complete all required forms, agreements, provide current health information and other relevant information.*
- *Must have current certification in CPR and First Aid with blood borne pathogens training.*
- *Live in status during the summer program preferred.*
- *Attending staff Leadership training preferred - June 20-26, 2022 or complete online training and any additional preparations required.*

**Specific Requirements:**

- *Must be at least 18 years of age.*
- *Must be a great role model and example for all campers, staff members and camp guests.*
- *Must have experience working with children*

**Job Description:**

- *Work with all staff members to help make the camp environment positive and enjoyable.*
- *You will be a floating staff member by helping counselors/cabin leaders run activities for their cabins.*
- *Help the leadership team with tasks, activities and duties to be sure the week runs smoothly and we give our campers the best possible experience.*
- *Provide leadership and supervision for campers and staff.*
- *Foster a positive attitude and atmosphere among the campers.*
- *Participate in all camp activities.*
- *Assist in organizing, preparing and maintaining clean and safe camp facilities.*
- *Report any incidents and concerns to the head counselor.*
- *Continually evaluate the overall camping program and make suggestions for improvements.*
- *Other duties may be assigned as required.*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Archery Instructor**

**Salary: Starting at \$300 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must hold a current archery and/or riflery certification from a ACA recognized organization (Training can be arranged)*

**Job Description:**

- *Develop an archery/shooting sports curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize shooting sports area prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with archery sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate archery/shooting sports program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Assistant Director**

**Salary: Starting at \$450 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 21 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have at least 2 years of camp related experience*
- *Must have at least one year of management related experience*

**Job Description:**

- *Provide overall supervision of campers and staff while reporting to camp director*
- *Assist Director in planning and implementing staff orientation*
- *Assist Camp Director organize, plan and set up over all summer programming schedule and activities*
- *Maintain the daily schedule during summer camp programs*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Observe and evaluation all staff members on a weekly basis*
- *Continually evaluate overall summer camping program and make suggestions for improvements*
- *Other duties to be assigned as needed*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Cabin Counselor**

**Salary: Starting at \$250 per week**

## **General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

## **Specific Requirements:**

- *Must be at least 16 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience working with children*

## **Job Description:**

- *Work with a Cabin Leader/fellow Counselor to create and oversee a great camp experience, fun activities, and positive interactions of a group of campers (6-8 children) each week. This means helping your campers maintain a positive, fun and enjoyable environment, through positive reinforcement, leading exciting activities, sharing your knowledge and experience and being a positive role model.*
- *Provide leadership and supervision of campers.*
- *Foster a positive attitude and atmosphere among the campers.*
- *Assist in creating and leading activities, programs and events.*
- *Help your campers develop individual and group goals and expectations.*
- *Participate in all camp activities.*
- *Assist in organizing, preparing and maintaining clean and safe camp facilities.*
- *Report any incidents and concerns to the head counselor.*
- *Continually evaluate the overall camping program and make suggestions for improvements.*
- *Other duties may be assigned as required.*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Cabin Leader**

**Salary: Starting at \$300/week**

**General Requirements:**

- *Must have a desire to work with children.*
- *Must work well with others.*
- *Must attend and participate in camp staff orientation - June 20-26, 2022.*
- *Must be willing to participate in all camp activities.*
- *Must participate in weekly set up and clean up.*
- *Must complete all required forms, agreements, provide current health information and other relevant information.*
- *Must have current certification in CPR and First Aid with blood borne pathogens training.*
- *Live in status during summer program preferred.*

**Specific Requirements:**

- *Must be at least 18 years of age.*
- *Must be a great role model and example for all campers, staff members and camp guests.*
- *Must have experience working with children*

**Job Description:**

- *Work with a Cabin Leader/fellow Counselor to create and oversee a great camp experience, fun activities, and positive interactions of a group of campers (6-8 children) each week. This means helping your campers maintain a positive, fun and enjoyable environment, through positive reinforcement, leading exciting activities, sharing your knowledge and experience and being a positive role model.*
- *Provide leadership and supervision of campers.*
- *Foster a positive attitude and atmosphere among the campers.*
- *Assist in creating and leading activities, programs and events.*
- *Help your campers develop individual and group goals and expectations.*
- *Participate in all camp activities.*
- *Assist in organizing, preparing and maintaining clean and safe camp facilities.*
- *Report any incidents and concerns to the head counselor.*
- *Continually evaluate the overall camping program and make suggestions for improvements.*
- *Other duties may be assigned as required.*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Canoe Instructor**

**Salary: Starting at \$375 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must hold a current Lifeguarding certification from an ACA recognized organization*
- *Must have knowledge of and experience working with and teaching canoeing and kayaking on a lake.*

**Job Description:**

- *Develop a boating curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize boating area and assist organize overall waterfront prior to camping season*
- *Assist waterfront director evaluate and teach other staff members required skills and procedures for operating the waterfront safely*
- *Teach other staff members proper procedures and expectation for helping with boating sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate waterfront/ boating program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required.*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: CIT (Counselor in Training)**

**Salary: Volunteer**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must stay at camp during weeks volunteering*
- *Must volunteer at least 2 weeks in addition to attending staff orientation*

**Specific Requirements:**

- *Must be at least 14 years of age*
- *Must be willing to work in the kitchen*
- *Must be a great role model and example for all campers, staff members and camp guests*

**Job Description:**

- *Work at least 2 meals each day and help with snack prep and distribution*
- *Help prepare and set up the meals; set the tables, put out food and assist the cook*
- *Work as a team to clean up after the meal, wash dishes, take out trash, wipe surfaces, sweep and mop*
- *Assist Counselors and Program staff during assigned activities*
- *Assist Counselors in the cabin and during meals*
  
- *You may be chosen to help with Day Camp; help assist the Day Camp Instructor, helping Day Campers during activities and meals*
- *You may be chosen to help at Horse Back riding; assist the Horse Back Riding Instructor, cleaning up after horses, leading horses, and assisting campers.*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Day Camp Instructor**

**Salary: Starting at \$300 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience with young children*

**Job Description:**

- *Develop a curriculum of fun,exciting and edcuational activities for children 4 to 7 years old*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize day camp area prior to camping season*
- *Greet children when they arrive each morning of the program*
- *Teach other staff members proper procedures and expectations for helping with day camp sessions /activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate the day camp program and make suggestions for improvements*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Camp Chef**

**Salary: Starting at \$450 per week**

## **General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

## **Specific Requirements:**

- *Must be at least 21 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience preparing and serving meals for large groups*
- *Must have current Safe-Serv Certification*

## **Job Description:**

- *Plan three nutritionally balanced meals and snack for all staff and campers (Monday thru Friday)*
- *Order all needed supplies for weekly menus (work with director for this)*
- *Organize and maintain order of camp pantry, refrigeration and freezer space*
- *Teach other staff members proper procedures and expectations of the kitchen and dining area*
- *Help train, oversee and evaluation CIT's(Counselors in training)*
- *Prepare, serve, and clean up daily meals*
- *Ensure safe and sanitary operations in the kitchen*
- *Work with director to meet all federal, state, local, and ACA safety and health requirements*
- *Record all quantities, types, and preparation methods for food served*
- *Continually evaluate kitchen program and make suggestions for improvements*
- *Lead Friday clean up of kitchen*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Head Counselor**

**Salary: Starting at \$400 per week**

## **General Requirements:**

- *Must have desire to work with children in a camp setting*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

## **Specific Requirements:**

- *Must be at least 21 years of age*
- *Must have previous camp experience*
- *Ability to relate to peer group*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be able to provide supervision and guidance to fellow staff members*
- *Must have good time management skills and strong work ethic*
- *Must be enthusiastic, have a sense of humor, patience and self-control*
- *Must be flexible*

## **Job Description:**

- *Enforce appropriate safety regulations and carry out emergency procedures*
- *Observe campers and counselor behavior, assess it for appropriateness, ensure corrections are made, and provide appropriate behavior management techniques*
- *Possess strength and energy to maintain constant supervision over campers and counselors*
- *Assist directors in training staff in their responsibility*
- *Provide supervisory assistance to counselors in their daily duties*
  - *Manage cabin life by visiting with counselors and campers daily, staying in touch with current issues or problems, as well as developing trust and encouragement through relationships*
  - *Manage the quality of the counseling by assisting with timely resolution of issues that develop with counselors and/or campers.*
  - *Keep leadership staff informed of such situations and actions taken*
  - *Encourage and model respect for others, and for personal property, camp equipment and facilities*
  - *Assist in teaching various skill areas as assigned*
  - *Conduct regular counselor encouragement activities and acts*
  - *Assist cabin staff in evaluating their program content and quality of their activities*
  - *Evaluate Cabin Staff*
- *Assist the directors in creating, planning and implementation of the weekly program.*
  - *Supervise the content of meal time announcements and activities*
  - *Facilitate collection of birthday cards/camper notes for each camper from counselors.*
  - *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Health Officer**

**Salary: Starting at \$500 per week**

## **General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

## **Specific Requirements:**

- *Must be at least 21 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be licensed physician, registered nurse or EMT*
- *Must be able to create, update, and monitor health care records*

## **Job Description:**

- *Implement and oversee all medical related activities during summer camping program*
- *Organize and maintain staff and camper records, medicine inventory, and total health office area*
- *Organize and lead camper and staff check-in and check-out process*
- *Receive, prepare and dispense all camper and staff medication*
- *Provide First Aid and emergency care for all campers and staff as needed*
- *Accompany injured campers or staff members to hospital*
- *Keep separate daily logs of all health occurrences of staff and campers*
- *Keep records of all accidents and sickness as prescribed by federal, state, local, and ACA standards or laws*
- *Provide daily camper health update to all staff*
- *Inventory all First Aid supplies and reorder(through director) as required*
- *Administer physician's orders*
- *Conduct daily health checks, cabin and safety inspections*
- *Be responsible for safe handling of bodily fluids, disposal of contaminated supplies, cleanup and sanitizing of equipment and facilities*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Horseback Riding Instructor**

**Salary: Starting at \$450 per week**

## **General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

## **Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be certified in a ACA recognized horseback riding program*
- *Must have knowledge of and experience working with and teaching horseback riding related activities*

## **Job Description:**

- *Develop an horseback riding curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize horseback riding area prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with horseback riding activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate horseback riding program and make suggestions for improvements*
- *Maintain all care of horses(through director) including feed, water, vet., ferrier, etc.*
- *Be available for non-camper and/or weekend guest*
- *Work closely with A.C.C.E. program*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Horseback Riding Assistant**

**Salary: starting at \$350 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience working with horses and implementing horseback related activities*

**Job Description:**

- *Assist horseback riding instructor in developing an horseback riding curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Assist organize horseback riding area prior to camping season*
- *Assist horseback riding instructor teach other staff members proper procedures and expectations for helping with horseback riding activities*
- *Assist horseback riding instructor implement program and activities*
- *Foster a positive attitude and atmosphere among the campers*
- *Participate in all horseback riding activities*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate the overall camp program and make suggestions for improvements*
- *Other duties may be assigned as required*

[Back to the Staff Position List](#)

# Camp Kidwell Summer Camp Job Description

**Staff Position: Lifeguard**

**Salary: Starting at \$375 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must hold a current lifeguarding certification from an ACA recognized organization*
- *Must have knowledge of and experience working with and teaching swim lessons and other water related activities*

**Job Description:**

- *Develop a swimming/aquatic curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Assist organize waterfront/boating area prior to camping season*
- *Assist waterfront director evaluate and teach other staff members required skills and procedures for operating the waterfront safely*
- *Teach other staff members proper procedures and expectations for helping with swimming sessions /activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate waterfront/ boating program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Report any incidents and concerns to the water front director*
- *Other duties may be assigned as required*

**[Back to the Staff Position List](#)**

# Camp Kidwell Summer Camp Job Description

**Staff Position: Ropes/Team Building Instructor**

**Salary: Starting at \$375 per week**

**General Requirements:**

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

**Specific Requirements:**

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be certified in low rope, climbing tower, high rope, and adventure ropes course facilitation. (This training will be done at a time arranged by camp director)*
- *Must have knowledge of and experience in the adventure industry*

**Job Description:**

- *Develop a team building curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize team building areas prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with team building sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate team building program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Be available for non-camper and/or weekend guest*
- *Other duties may be assigned as necessary*

[Back to the Staff Position List](#)