



## LAKE RICKABEAR CAMP STAFF JOB DESCRIPTIONS 2023

### ADMINISTRATION

**Assistant Camp Director:** The Assistant Camp Director will direct and supervise unit staff in providing a quality program and creating a safe and fun environment. They will work closely with the Camp Director to oversee the day-to-day operations of the camp, including staff training, daily schedules, camper unit assignments, opening and closing ceremonies, emergency procedures, staff supervision, and behavior management. The Assistant Director will evaluate unit staff mid-summer and at the end of the summer. They will walk through camp daily to observe staff to ensure a high standard for program activities and that health and safety protocols are being met. Applicant must be organized, enthusiastic, friendly, creative and be able to communicate with staff, parents, and campers. Candidate should be intrinsically motivated, superior problem-solving skills, a deep experience in youth programming, and is well versed across Girl Scouts and camp curriculum.

**Program Director:** The Program Director will create and implement the Lake Rickabear Day Camp program providing the development of progressive learning experiences for campers. They will work with both the Camp Director and Assistant Camp Director to implement staff training. This role specifically trains, works with, and evaluates activity specialists. The weekly program should incorporate badge work for all scout levels. The Program Director will supervise activity specialists, Oversee, distribute, and organize all program supplies, coordinate Friday Fest programs, special interest day activities and programs for overnights (if applicable) and maintain rainy day activity kits for units. Applicant should have a positive, contagious work ethic, enthusiasm, be well-organized and communicate well with campers and staff.

**Health Supervisor:** The Health Supervisor is responsible for providing medical treatment to campers and staff in cases of illness or accident. They will supervise the check in of campers, communicate with parents and notify staff of any medical needs pertaining to their campers. The Health Supervisor will keep and review medical records, call parents whose child is absent, and camp wasn't notified, maintain and order medical equipment for entire camp and supervise sanitation & safety practices throughout camp. Applicant must be a licensed RN or LPN.

**Business Manager:** The Business Manager is responsible for all business aspects of the operation of camp, including finances (ex: purchasing supplies) and transportation. They will manage all monetary transactions and keep records and inventories. The Business Manager will supervise bus counselors during morning and afternoon bus activities and execute weekly bus evacuation drills. They will work closely with the Kitchen Manager to plan and purchase food as well as assist in the kitchen during times of high demand. Applicant must be well organized and competent in money management.

**Waterfront Director:** The Waterfront Director will coordinate all swimming activities, including lessons, training and supervising of waterfront staff and swim records. Always maintaining safe standards in swimming area at all times and administer routine lifeguard drills. They will supervise care and maintenance of lake and boating equipment. The Waterfront Director will coordinate and supervise swimming program for overnights and plan alternative activities for foul weather. Applicant must display enthusiasm and promote high staff and camper morale. In accordance with ACA standards, applicant must be at least 21 years of age and be certified as an ARC Waterfront Lifeguard and WSI.

**Communication/Marketing Manager:** The Communications/Marketing Manager is responsible for helping to tell the story of what happens at camp each day! They will capture and edit high quality photos and create fun and engaging content for use in digital media channels including video and email! We are looking for creativity to help identify the moments and experiences that will help highlight “a day in the life.” Applicant will work with camp administration to create and distribute newsletters, journals, and other materials to camp families. This position will work in partnership with the communications department and will be asked to follow Girl Scout brand guidelines as directed by the GSNNJ communications team! Must own DSLR camera and equipment, video camera, laptop, editing software or other relevant equipment!

**Trading Post Manager:** The Trading Post Manager will operate the camp store, including selling merchandise, maintaining accurate accounting, monitoring inventory, ordering snacks, and pack overnight care packages (if applicable). They will work with Camp Marketing Manager to feature items on social media and assist in the office as needed. Applicant must be friendly, outgoing and enjoys working with children.

**Administrative Assistant:** Support operation of the camp through various administrative tasks including ordering supplies, distributing camper t-shirts, answering parent calls, and copying/distributing unit paperwork. Responsible for all aspects of camper attendance, including oversight of bus changes, early pickups, absences, unit changes, and late add-ons. The Admin Assistant will assist the Program Director with program needs and assist in the kitchen during times of high demand. Applicant must be well-organized, comfortable speaking on the phone, and willing to assist where needed.

## **ACTIVITY SPECIALISTS**

**Archery & Games:** The Archery & Games Specialist will develop and deliver a creative, age-appropriate, and safe archery program for campers in grades second through ninth. They will supply ideas and activities for staff to administer in their units and provide activities for overnights and special interest days (if applicable). This specialist will maintain and oversee archery and sports equipment. Applicant must have a thorough knowledge of archery instruction and be certified as an Archery Instructor or free certification is provided. Applicant should be inventive, creative, and passionate.

**Arts & Crafts:** The Arts & Crafts Specialist will create and implement creative arts & crafts activities and projects for the campers as well as supply ideas and activities for staff to administer in their units. They will provide activities for overnights and special interest days as well as maintain and order arts & crafts supplies. Applicant should be innovative, inspired, organized, enthusiastic, and have experience teaching arts and crafts to children.

**Athletics:** The Athletics Specialist will develop and implement an athletics curriculum to educate and inspire campers to participate in a variety of activities at camp. At Lake Rickabear there is a basketball court, pickleball courts, athletics fields, gaga pit, and wellness pavilion. This specialist will not only lead activities but train and encourage counselors to run activities with their units as well. The Athletics Specialist will also provide alternate activities on rainy days, overnights, and special interest days (if applicable) as well as maintain and oversee the athletic equipment. Applicant should be enthusiastic, dependable, and have experience working with children.

**Challenge Course & Team Building:** The Challenge Course & Team Building Specialist will develop and deliver fun activities that encourage communication, leadership, goal setting, and problem solving skills in campers. The activities will include group initiatives, low ropes course challenges, and a zip line. They will maintain safe conditions at ropes course by inspecting equipment daily, enforcing rules, and training counselors in safety procedures. Specialists will provide alternate activities on rainy days, overnights, and special interest days (if applicable).

Applicant must be certified as a Challenge Course Facilitator or free training is provided. Applicant should be imaginative, resourceful, and encouraging.

**Nature:** The Nature Specialist will generate interest in the outdoors among campers by developing and delivering an age-appropriate nature program. Examples of topics within the nature program might include nature exploration, astronomy, water studies, outdoor cooking, hiking, orienteering, and fire building. They will supply ideas and activities for staff to administer in their units and provide activities for overnights and special interest days (if applicable) as well as maintain and oversee nature equipment. Applicants should have a love of the outdoors, knowledge of natural history, and experience teaching children about nature.

**Slingshot/Challenge Course:** The Slingshot/Challenge Course Specialist will develop and deliver a fun program encouraging our campers to improve their skills and accuracy. This specialist will also have an opportunity to work with our Challenge Course & Team Building Specialist in our low ropes course. Specialists will provide alternate activities on rainy days, overnights, and special interest days (if applicable) as well as maintain and oversee the Slingshot area's equipment. Applicant must be certified as both an Archery Instructor and Challenge Course Facilitator (free certifications are provided). Applicant must be enthusiastic, self-motivated, and enjoys working with children.

**Wellness/Mindfulness:** The Wellness/Mindfulness Specialist will focus on creating a program to provide campers and staff a safe place to engage in wellness and mindful activities such as yoga, meditation, Zumba and more. This is an opportunity for campers and staff to learn and grow. They will supply ideas and activities for staff to administer in their units and provide activities for overnights and special interest days (if applicable) as well as maintain the activity area's equipment. Applicants must be patient, kind, and inspirational.

## **COUNSELORS**

**Unit Leader:** Unit Leaders will supervise and provide a variety of activities for a unit of 10-20 girls in a safe and healthy environment. They will create a fun atmosphere that promotes friendships, girl-centered planning, camping skills, and an appreciation for the outdoors. The Unit Leader will supervise counselors and Counselors in Training in the unit, be responsible for all paperwork for the unit and activities for rainy days. Applicants must be at least 18 years old, completed one year of college or trade school, have previous camp counseling experience, be patient, energetic, enthusiastic, and able to communicate well with other unit staff.

**Unit Counselor:** Unit Counselors will assist the Unit Leader in supervising and providing a variety of activities for the unit's campers. They will ensure campers have fun, stay safe, and develop an appreciation for the outdoors. Counselors will assist activity specialists, participate in providing rainy day activities and serving as waterfront watcher (if applicable)/waterfront staff by supervising campers and leading activities. Applicants must be at least 18 years of age and should be innovative, creative, and excited to be in an outdoor setting.

**Junior Counselor:** Junior Counselors will assist the Unit Leader and Unit Counselor in supervising and providing a variety of activities for the unit's campers. They will ensure campers have fun, stay safe and develop an appreciation for the outdoors. Junior Counselors will assist unit staff, activity specialists, and pool/waterfront staff by supervising campers and leading activities. They will also assist with providing rainy day activities and perform duties that may be assigned by the Camp Director or the Unit Leader. Applicant must have completed Counselor in Training and Counselor in Training II and be at least 16 years of age.

## **WATERFRONT STAFF**

**Assistant Waterfront Director:** The Assistant Waterfront Director will work closely with the Waterfront Director in coordination of all swimming activities, including lessons, training and supervising of lake staff and swim records. They must always maintain safe standards in the swimming and boating areas and administer routine lifeguard drills. This role includes the coordination and supervision of the swimming program for overnights and plan alternative activities for foul weather. They must display enthusiasm and promote high staff and camper morale. Applicants must be at least 18 years old, worked with children in a professional setting, and ARC *Waterfront* Lifeguard (free certification and recertification provided) and WSI certified.

**Lifeguard:** Lifeguards will supervise and guard waterfront activities to always ensure safe and healthy conditions. They will facilitate swim lessons, waterfront-based games, and activities, keep swim lesson records, and rainy-day activities. Must be currently certified in ARC *Waterfront* Lifeguard, First Aid, CPR and AED certification and be able to pass the Lake Rickabear skill test. Lifeguards must be fit enough to carry out lost swimmer drills, weekly laps, and in-service requirements. *Waterfront* Lifeguard course or recertification course is provided free of charge. Applicant must be at least 16 years old, responsible, and reliable.

## **OTHER STAFF**

**Assistant Health Supervisor:** The Assistant Health Supervisor will provide medical treatment to campers and staff, checking in of campers on first day of camp, calling parents whose child is absent and camp was not notified, take inventory of medical supplies and other duties as assigned by the Health Supervisor. Applicant must be a licensed RN, LPN or EMT.

**Seasonal Maintenance:** Seasonal maintenance staff will assist in maintaining facilities at camp, including moving supplies, maintaining equipment, collecting trash, cleaning facilities. They must use safe practices and be willing to learn new skills. Applicants must be at least 18 years old, responsible, reliable, and willing to “get dirty”.

## **ADDITIONAL POSITIONS (to be combined with positions above)**

**Bus Counselor/Bus Counselor Substitute:** The Bus Counselor supervises campers to always assure safety and order while traveling to and from camp. Specific duties include taking attendance, preventing and reporting misbehavior (to the Business Manager), conducting weekly evacuation drills, and enforcing a strict pick-up and drop-off protocol. They must secure own parking or transportation at first bus stop of the route. They will assist in weekly evacuation drills. Bus counselors must be at least 18 yrs. old, be certified in First Aid and CPR, and commit to all seven weeks of camp.

**Lead AM Care Supervisor:** To oversee the morning AM Care. Respond to phone calls beginning at 7 a.m.

**AM Care Staff:** This staff will supervise and care for campers before camp (from 7 to 9 a.m.). They will plan and implement a program to include games, quiet activities, arts & crafts, and snacks. They are responsible for all supplies needed, the safety and well-being of campers until camp begins. AM Care staff must be at least 18 yrs. old and commit to all seven weeks of camp. Punctuality is extremely important for this position.

**Lead PM Care Supervisor:** To oversee the afternoon PM Care. Respond to phone calls until each bus has called in the “All Clear” starting at 4 p.m. until approximately 6 p.m.

**PM Care Staff:** This staff will supervise and care for campers after camp (until 6:00 p.m.). They will plan and implement a program to include games, quiet activities, arts & crafts and snacks. They are responsible for all supplies needed, the safety and well-being of campers until picked up by their parents. PM Care staff must be at least 18 yrs. old and commit to all seven weeks of camp.

**Counselor in Training Unit Leader:** Create and submit to the Camp Director a curriculum indicating skills being taught during first week of session and update and submit a manual for CIT/CIT II programs before the start of the camp season. Unit Leader will help CITs accomplish skills such as teaching camping skills and appreciation of the out-of-doors that are age appropriate, and teaching songs, games, and arts & crafts to all age level campers. Mentor and observe the CITs during the second week when they are assigned to units. Meet regularly with them to evaluate their progress. Distribute evaluation forms to Unit Leaders to complete and return to CIT Unit leader for CITs in their unit. Review evaluations with CITs. Applicant must be a veteran RKDC staff member.