

## **Job Descriptions for Summer CAMP 2021 Staff**

**Core Staff** – the Camp CAMP leadership team, composed of the Executive Camp Director, Head Nurse, Camp Director, Director of Facilities Operations, Program Specialists, Unit Leaders, Program Coordinators and Office Assistant.

**Unit Leaders (ULs)** - responsible for the supervision and training of all cabin staff. Coordinate with the Camp Director (CD) to facilitate team interaction and the development of individual leadership skills. Act as the liaison between the Chief Cabin Counselor and the CD.

**Program Coordinators (PCs)** - responsible for the supervision and training of all Activity Staff (Head Instructors and Instructors). Coordinates with the CD to facilitate team interaction and the development of individual leadership skills, and develops, coordinates, and implements all regular and special activities and programs at Camp CAMP. *Second Program Coordinator will also act as the Leader-in-Training (LIT) Supervisor.* Acts as the liaison between the Activity Staff and the CD.

**Office Assistant** - responsible for managing the Camp CAMP Office, which may include, but is not limited to, maintaining Staff, Volunteer, and Camper files, performing necessary clerical tasks, and serving as Camp CAMP receptionist.

**Cabin Staff**- work directly with Campers in the cabins. Responsible for Camper care.

**Chief Cabin Counselors (CCC)** - responsible for all Campers and Counselors in their tribe (tribes will switch potentially every week), assisting and training all Counselors assigned to their Tribe, and checking Campers in and out with parents/caregivers. *Supervised by Unit Leaders.*

**Assistant Cabin Counselors (As)** - responsible for keeping Campers engaged – in all activities and during all down time – and may take over full responsibility of their Tribe in the absence of the CCC. Assistant Cabin Counselors may act as Cabin Staff one week and float as a supervisor another week. *Supervised by Chief Cabin Counselor.*

**Cabin Staff (formerly called Paid Lead Staff)** - floating Paid Staff members who help in varying assignments from week to week; assignments include, but are not limited to, serving as Tribe Staff, Activity Staff, or Support Staff. *Supervised by CCCs/As, HIs, or others as applicable.*

**Volunteer Counselors** - Volunteer Counselors age 15+ who have been trained in all aspects of camp life, including working with children and adults who have disabilities and their siblings, and who receive ongoing coaching and mentorship during their period of service. *Supervised by Chief Cabin Counselor and As.*

**Activity Staff**- Responsible for planning and managing daily CAMP programs

**Head Instructors (HIs)** - responsible for running a Camp CAMP activity and must be at least 18 years old and have experience and any necessary certifications. *Supervised by Program Coordinator(s).*

**Assistant Instructors (AIs)** - assist HI's in all activity operations. *Supervised by Head Instructor.*

**Leaders-In-Training (LITs)** – age 14 that participating in various job responsibilities at camp including, but not limited to helping with housekeeping, activity planning, and assisting with activities. *Supervised by second Program Coordinator/LIT Coordinator.*

## **Health Care Staff/Volunteers**

**Infirmiry Assistant** – assists the Head Nurse in managing the business of the Infirmiry and keeping it clean and orderly, assists the Head Nurse in accomplishing their duties, and serves as a resource to Health Care Volunteers. *Responsible to the Head Nurse.*

**Health Care Volunteers** – responsible for providing health, mental health, medication management, or other care according to their expertise, licensure/certification, and CAMP's needs as determined by the Head Nurse or Assistant Head Nurse. *Responsible to the Head Nurse.*

**Maintenance Helper** - assists Facilities staff in maintenance, general upkeep, and cleanliness of grounds and buildings. *Supervised by Facilities Supervisor.*

## **Kitchen Staff**

**Executive Chef(s)** - responsible for helping ordering food, arranging schedules, cleaning the kitchen, preparing and ensuring meals are served on time, and other duties as assigned.

**Sous Chefs/Cooks** - responsible for preparing, serving, and cleaning up after all meals. *Supervised by Executive Chef(s).*

**Food Service Worker** - responsible for cleanup and kitchen assistance as directed by Chefs/Cooks. *Supervised by Executive Chef(s).*