



<b>Job Title:</b>	<b>Camp Staff</b>	<b>Job Category:</b>	Part Time or Full Time
<b>FLSA Status:</b>	Non-Exempt/ Hourly	<b>Position Type:</b>	Seasonal
<b>Reports To:</b>	Camp Manager	<b>Supervises:</b>	No One
<b>Pay Scale:</b>	\$14 - \$18/ hour		
<b>Expected Schedule:</b>	June-August; M-F during normal business hours		

### POSITION SUMMARY

The Camp Staff is a seasonal summer position under the direct supervision of the Camp Big Sky Manager. Camp Staff will be an integral part of the daily operations throughout the weeks of camp. Camp Staff will manage groups of up to 14 children ages 6-12. This position will lead group activities and is responsible for the overall safety and function of all campers and staff under their supervision. In addition to daily group management, this position will contribute to activity planning.

### ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must perform these essential duties satisfactorily:

#### Youth Supervisor- 90%

- Participates in orientation training. Becomes familiar with and implements camp policies, procedures, and philosophy as stated in the Employee Handbook and Training Manual.
- Opens and closes the summer camp program, checking the Yurts and surrounding areas for any safety issues and reporting any maintenance issues within this area.
- Assists at all camp check-ins and check-outs with assigned roles and responsibilities.
- Participates in all activities with campers. Encourages and facilitates camper's participation in all activities by implementing appropriate strategies with staff.
- Assures that all the camper's belongings are returned to guardians.
- Maintains the cleanliness of all areas of camp utilized by campers and camp staff and stores supplies appropriately after use.
- Completes assigned job duties.
- Serves as an effective group leader and presents a positive role model to participants.
- Reacts quickly, calmly and appropriately in emergency situations.
- Applies situational-awareness to make on-the-go decisions with safety as the top-priority and respond to any first aid needs.
- Ensures the safe and appropriate conduct of campers; addresses misconduct to prevent injuries to campers, staff, and/or guardians.
- Resolves differences that may arise during play.
- Assists guest instructors during their specific activities (eg. golf, swimming, archery, art).
- Communicates with and assist all staff, including the Camp Manger throughout the day.
- Maintains an exciting, inspiring energy to share with the campers.
- Becomes a part of our camp community, developing relationships with campers, parents, staff, and guests.



**Program Development- 10%**

- Helps plan and develop daily programs and activities.
- Organizes and sets up programs and activities; gathers materials, supplies and equipment for use in implementing plans; and supervises recreation activities.
- Leads programs and activities with little to no supervision.

**EDUCATION | EXPERIENCE | CERTIFICATIONS**

- High School Diploma or Equivalent.
- A minimum of three years of experience working with children.
- Prior experience working at a camp or similar setting.
- First Aid and/or CPR.
- Combination of education and experience will be considered.

**PHYSICAL REQUIREMENTS**

- Must be able to work indoors and outdoors in variable weather conditions and extreme changes in temperatures.
- Must be able to spend all day outside in community parks and wilderness environments.
- Must be able to work in noisy environment.
- Must be able to listen, hear and talk in the English language.
- This position is very active and requires employees to frequently stand, walk, run or sit for long periods of time throughout the workday.
- Regularly required to climb or balance.
- Vision abilities are required for driving which include close, distance, color, peripheral, depth perception and ability to adjust focus.
- Must be able to frequently lift a minimum of 50 pounds without assistance and occasionally lift up to 100 pounds with the assistance of another team member or mechanical assistance (such as a hand cart, etc).

**PERFERRED SKILLS, ABILITIES AND BACKGROUND**

- Professional education or instruction certifications.
- Excellent leadership and interpersonal skills.
- Knowledge of and willingness to participate in camp games, activities, crafts, and sports.
- Ability to confidently manage camper behavior.
- Lifeguard certification.
- Ability to manage and direct large groups of children.
- Bilingual Skills.
- Must be able to pass a comprehensive background check.
- Must be able to pass a driver background check.