

## 2020 Summer Positions at Camp Stevens

Position	Timing	Requirements	Job Description
<b>Sessional Counselor</b>	By Session: Minimum of 1 week, based on your schedule and camp's needs	Successful completion of CT, minimum age of 16, annual completion of returning counselor application/availability form	<p><b>On Program</b> – Support physical and emotional health of campers and work with triad members to create and deliver programming, support group development and supervise campers</p> <p><b>On Support</b> – Contribute to camp operations by helping prepare program spaces, assist in the kitchen, and lead campers during program counselor/staff breaks, meals, and special events.</p>
<b>Resident Counselor</b>	Full summer: Estimated dates of June 8 – August 9, 2020	Successful completion of CT, minimum age of 18, counseling experience, ability to obtain First Aid and CPR or Lifeguarding certification, complete summer application and interview	<p><b>On Program</b> – Complete all tasks and duties of sessional counselors as well as providing leadership and guidance in camper living areas overnight and any time summer staff are not present.</p> <p><b>On Support</b> – Complete all tasks and duties of sessional counselors as well as leading/assisting with activities that require additional training/skill such as Archery and Belaying.</p>
<b>Summer Staff</b>	Full summer: Estimated dates of June 8 – August 9, 2020	Successful completion of CT, minimum age 18 (preferred age 21), counseling experience, ability to obtain First Aid and CPR or Lifeguarding certification, complete summer application and interview	<p><b>General</b> – Lead/assist with specialized activities including archery and belay, provide guidance and direction for Sessional and Resident Counselors on both program and support, coordinate with Camp Stevens leadership team.</p> <p><b>On Program</b> – Support physical and emotional health of campers and work with triad members to create and deliver programming, support group development and supervise campers.</p> <p><b>On Support</b> – Contribute to camp operations by helping prepare program spaces, assist in the kitchen, and lead campers during program counselor/staff breaks, meals, and special events.</p>
<b>Support Coordinator</b>	Extended Season: Estimated dates late May to Aug 10, 2020	Successful completion of CT, minimum age 21, clean driving record, counseling and leadership experience, ability to obtain First Aid and CPR or Lifeguarding certification, complete summer application and interview	<p>The Support Coordinator is a summer staff member who in addition to supporting camp operations by helping prepare program spaces, assisting in the kitchen, and leading campers during program counselor/staff breaks, meals, and special events will also be responsible for the following:</p> <ul style="list-style-type: none"> <li>● Coordinating with departments to plan and organize support tasks</li> <li>● Scheduling and leading support counselors and staff weekly</li> <li>● Assisting with specialized programming (Ropes, Pool, Archery, Etc.)</li> <li>● Contributing as a member of the summer leadership triad with the Summer Camp Director and Program Coordinator.</li> </ul>

<b>Program Coordinator</b>	Extended Season: Estimated dates late May to Aug 10, 2020	Successful completion of CT, minimum age 21, clean driving record, counseling and leadership experience, ability to obtain First Aid and CPR or Lifeguarding certification, complete summer application and interview	The Program Coordinator is a summer staff member who helps ensure the physical and emotional health of campers and work program staff to create and deliver programming, support group development and supervise campers. Key responsibilities of this role include: <ul style="list-style-type: none"> <li>● Coordinating with Summer Camp Director to ensure program activities and meetings have guidance and leadership.</li> <li>● Assisting triads that need additional guidance with camper behavior, scheduling, program development or group dynamics.</li> <li>● Assisting with specialized programming (Ropes, Pool, Archery, Etc.)</li> <li>● Contributing as a member of the summer leadership triad with the Summer Camp Director and Program Coordinator.</li> </ul>
<b>Summer Farm and Garden Assistant</b>	Extended Season: Estimated dates late May to Aug 10, 2020	Successful completion of CT, minimum age 21, clean driving record, farm and garden experience, ability to obtain First Aid and CPR, complete summer application and interview	The Summer Farm and Garden Assistant will assist year-round garden staff by leading programs and assisting with the daily care and maintenance of the gardens and animals. <ul style="list-style-type: none"> <li>● Leading Farm and Garden programs and activities</li> <li>● Assisting with weeding, soil preparation, plant propagation, harvesting, etc.</li> <li>● Assisting in animal care including feeding and cleaning.</li> </ul>
<b>Summer Marketing Intern</b>	Extended Season: Estimated dates late May to Aug 10, 2019	Minimum age 21, clean driving record, counseling and leadership experience, ability to obtain First Aid and CPR or Lifeguarding certification, complete summer application and interview	The summer marketing intern will be a summer staff member who in addition to supporting camp operations by helping prepare program spaces, assisting in the kitchen, and leading campers during program counselor/staff breaks, meals, and special events will also be responsible for the following: <ul style="list-style-type: none"> <li>● Photo taking, gathering, organization, and distribution to families</li> <li>● Social Media updates from summer camp</li> <li>● Weekly slideshow for campers and staff</li> <li>● Additional marketing and technical support for camp operations</li> </ul>
<b>Healthcare Supervisor</b>	Full summer: Estimated dates of June 8 – August 10, 2020	Minimum age 21, clean driving record, summer camp experience, Licensed RN or EMT, complete summer application and interview	The healthcare supervisor will ensure health and safety of campers and staff in conjunction with occasional volunteer nurses. Duties include: <ul style="list-style-type: none"> <li>● Medication administration</li> <li>● Treatment of minor illness/injury in accordance with treatment procedures</li> <li>● Emergency response as needed</li> </ul>

Most positions close Sunday, March 1<sup>st</sup> (Resident Counselor, Senior Staff, Farm and Garden Assistant, Wilderness Trip Leader). Returning Sessional Counselor applications are due by Sunday, April 19<sup>th</sup>. New sessional counselors register for Counselor Training prior to completing the application. *Please note:* interested parties are encouraged to apply prior to the deadlines. If qualified candidates submit applications they may be interviewed and hired prior to posted deadlines. If you are interested in submitting an application, do not wait!