



## Summer Resident Staff - Job Description

### I. Reports to Summer Camp Director and Support Coordinator

### II. **Duties:** The Resident Summer Staff are responsible for the daily tasks of the camp-sponsored operations and programs, including but not limited to the following:

#### A. TRAINING & COMMUNITY DEVELOPMENT (10%)

1. Actively participate in trainings in order to learn responsibilities and expectations for program, support, and community living.
2. Work with, mentor, and supervise counselors when they are present at the camp for either program or support.
3. Provide and receive feedback and support from directors and fellow staff throughout summer.

#### B. PROGRAM (50%)

1. Work with triad to plan activities and lead campers within adventure group.
2. Oversee the performance of counselors within the triad and actively facilitating their development as leaders and caretakers.
3. Work with staff, director, and specialists to plan weekly themes, skits, schedules.

#### C. Support (40%)

1. Dishwashing as necessary.
2. Cooking or assist in cooking when necessary.
3. Assist in or do minor repairs and maintenance around the camp.
4. Help clean buildings as necessary.
5. Help with grounds management tasks, including but not limited to raking, cutting and moving wood, mowing lawns, compost operations, trimming along trails, and campfire area maintenance.
6. Serve as a lifeguard when needed, if qualified.

#### D. OTHER

1. Fill in for or assist other employees as necessary.

#### Policies:

*Staff members need to be physically fit and able to hike several miles over rough terrain, carry loads of up to 50 pounds, provide safety for the rigorous ropes course programs, and have at least average eyesight and hearing.*

*The normal work week is 6 days per week. Days off will be coordinated with supervisors.*

*The Episcopal Church is an equal opportunity employer, openly welcoming all people regardless of ability, age, faith, nationality, race, gender and sexual orientation.*

*Staff Member will receive Room and Board, an Honorarium, health and accident insurance, and Worker's Compensation coverage.*

*Preferred start date is June 2<sup>nd</sup>, 2018.*