

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

**Core Staff** – the Camp CAMP leadership team, composed of the CD, ACD, ULs, and PC.

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

**Program Coordinators (PCs)** - responsible for the supervision and training of all Activity Staff (Head Instructors and Instructors). Coordinates with the CD and ACD 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. Acts as the liaison between the Activity Staff and the CD and ACD. *Supervised by Camp Director and Assistant Camp Director.*

**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. *Supervised by Camp Director and Assistant Camp Director.*

**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, assisting and training all counselors assigned to their Tribe, and checking CAMPers in and out with parents. *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. *Supervised by Chief Cabin Counselor.*

**Paid Lead Staff (PLS)** – 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 Core Staff, CCCs/As, HIs, or others as applicable.*

**Volunteer Lead Staff (VLS)** –floating volunteer staff members who make a commitment to volunteering the whole summer or who have past Lead Staff experience and volunteer for multiple weeks; they 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 Core Staff, CCCs/As, HIs, or others as applicable.*

**Counselors (CNs)** - volunteer counselors who have been trained in all aspects of camp life, including working with children 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.*

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

### **Health Care Staff/Volunteers**

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

**Maintenance and Dining Hall Staff** - assists Facilities Manager in maintenance, general upkeep, and cleanliness of grounds and buildings. *Supervised by the Facilities Manager.*

### **Kitchen Staff**

**Executive Chef and Assistant Executive Chef** - responsible for ordering food, arranging schedules, cleaning the kitchen, preparing and ensuring meals are served on time, and other duties as assigned. *Supervised by Camp Director and Assistant Camp Director.*

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

**Dishwashers** - responsible for cleanup as directed by Chefs/Cooks. *Supervised by Executive Chef and Assistant Executive Chef.*