



Camp Twin Lakes Program Staff Job Descriptions

Camp Twin Lakes (CTL) seeks out highly qualified and motivated staff to fill its program leadership positions. Note that we do not hire cabin staff (each of those positions is filled by weekly volunteers hired and trained by our Partner groups). Our staff lives in dorm style housing separate from the campers. They are responsible for planning and implementing daily activities, assisting in dining hall service and activities, attending and implementing special events and evening programs, maintaining camp facilities, assisting in administrative duties and other duties as assigned. Camp Twin Lakes has a tiered level of staffing under the supervision of the program director. The four levels include:

1. **Directors:** *these leaders have supervisory responsibilities over other staff members and have a number of years of experience and/or training in multiple program areas which they supervise. They also typically have experience working in the camp setting and/or in supervisory roles.*
2. **Specialists/Managers:** *these leaders do not have direct supervisory responsibility and report to their area director. This person will have extensive experience and/or training in one of the areas for which they are assigned. They will typically have additional staff training, planning and program maintenance responsibilities.*
3. **Program Leaders:** *these leaders typically do not have a lot of experience leading activities in their assigned area, but meet the high qualification standards of individuals CTL seek. They are highly motivated and eager to learn, have the minimal skills needed to accomplish the tasks assigned for their area, and have a desire to work with the campers that CTL serves. Training in program leadership and skills is provided.*
4. **Program Assistants:** *these individuals are between the ages of 15-18(in High School or just graduated high school) and have a desire to learn leadership skills in a particular area. There is no housing provided for these individuals and they are considered hourly employees.*

The Camp Twin Lakes programs are also divided into 4 categories. When applying, please select the category and level for which you are applying. The 4 categories include:

1. **Nature Craft:** *These are nature and animal related activities. The activities included in this area are horseback, an animal farm, organic gardening/frontier days/homesteading, nature, and nature arts and crafts*
2. **Outdoor Adventure:** *These are outdoor pursuits that usually require outdoor living skills, require risk taking, and/or require group cooperation. These activities include a pamper pole, high ropes, climbing tower, group games, group initiatives/low ropes, archery, a maze, and camping/outdoor living skills.*
3. **Waterfront/Sports:** *These are water related activities and high energy athletic activities. These activities include swimming (pool), canoes, kayaks, paddleboats, pontoon boat, fishing, biking, field sports, gym sports, and tennis.*
4. **The Arts:** *This area is under the supervision of the assistant program director and includes many artistic activities. These activities include a radio stations/music, photography, ceramics, drumming, and special events. Please note that all of these are specialist positions.*

The following is a detailed list of job descriptions. Program assistants are not listed. Please call for more details on Program Assistants. The minimal qualifications for all jobs listed below include at least 18 years of age; one full year out of high school; a high school diploma/GED; a completed background check; and the physical, mental and emotional capabilities to complete assigned tasks. Please note that heavy lifting is involved in many program areas. Other skills needed include the ability to get along with others, work long days, except criticism, work with minimal person time, maintain positive attitude, and be a part of a team.

**Assistant
Program
Director**

Responsible for assisting the program director in administrative duties; supervising the music specialist, media specialist, ceramics specialist, drumming specialist, and events specialist; evaluating staff; assisting in all areas and facets of camp; reviewing, maintaining, and implementing policies and procedures; training staff; and other duties as assigned. This person will work closely with the Program Director on a daily basis. Qualifications include extensive camp experience, at least one completed summer at CTL, leadership training and skills, computer and Microsoft Office training and experience, documented training and/or experience in at least 4 specialty areas, and a college degree. Previous supervisory experience required. Must be at least 21 years of age

**Waterfront/
Sports Director**

Responsible for planning and implementing waterfront and sports activities including swimming pool, paddleboats, pontoon boats, canoes, kayaks, fishing, biking, and field/gym sports; supervising all waterfront/sports staff; the training and development of all waterfront/sports staff; performing formal evaluations of waterfront/sports staff; ensuring that the policies and procedures of CTL are reviewed and implemented; and assisting waterfront/sports staff in maintenance of waterfront/sports areas under the direction of the Program Director. Qualifications include LGT certification from a nationally recognized body and a minimum of 2 years experience lifeguarding and instructing 2 or more of the Waterfront/Sports areas. LGTI or WSI preferred. Previous supervisory experience and training preferred. Must be at least 21 years of age.

**Outdoor
Adventure
Director**

Responsible for assisting in the planning and development of all adventure activities; supervising all Adventure staff; training and development of adventure staff; performing formal evaluations of Adventure staff; ensuring that the policies and procedures of CTL are reviewed and implemented; and assisting adventure staff in the maintenance of Adventure areas under the direction of the Program Director. Adventure areas include high ropes, low ropes, climbing tower, pamper pole, group games, archery, camping/OLS, and the Maze. Qualifications include 2 years experience leading at least four adventure areas and documented training or certification in at least one area. Processing, belay and ropes training/experience preferred. Previous supervisory experience and training preferred. Must be at least 21 years of age.

**Nature Craft
Director**

Responsible for planning and implementing Nature Craft activities; supervision, training, and development of Nature Craft staff; barn, garden and equipment maintenance; assessment, care, and training of horses and other animals; and maintaining safety standards under the supervision of the Program Director. The Nature Craft Director is responsible for horseback, animal farm, homesteading/frontier days, nature programs and nature arts and crafts. Qualifications include 2 years of documented instruction experience and/or certification from a nationally recognized body. Previous supervisory experience and training preferred. Applicant must be at least 21 years of age and have strong background in animal care.

Pool Manager

Responsible for planning and implementing pool activities, guarding and swim lessons; maintaining safety standards; assisting in the training of staff; supervising other lifeguards at the pool; and keeping the pool area clean and maintained under the supervision of the Waterfront Director. This person will work directly with a CPO certified maintenance staff member in maintaining standards. Qualifications include 2 years experience in pool supervision and LGT certified. CPO preferred. Must be 19 years of age or older.

**Special Events
Manager**

Responsible for planning and implementing special events under the supervision of the Assistant Program Director and/or Program Director. These events may include setting up evening programs, leading opening night activities/campfires, and directing dining hall activities, cheers, and songs. This person will also work in other program areas at camp. Applicant must be 21 years of age or older.

**Waterfront/
Sports Specialist**

Waterfront/Sports specialty areas include **swimming, paddling, motor boating, fishing, biking, and sports management/coaching**. Responsible for planning and implementing Waterfront/Sports activities; assisting in the training of staff in his/her specialty area; and maintaining the equipment and safety of the specialty area under the supervision of the Waterfront Director. Waterfront/Sports activities include pool, paddle boats, pontoon boating, canoes, kayaks, fishing, biking and field/gym sports. Qualifications include LGT certified; documented training or certification, extensive personal experience with demonstrated skill and knowledge and/or 2 years experience providing instruction in one of the specialty areas; and familiar with maintenance of equipment in specialty area. Applicant must be at least 19 years of age.

**Adventure
Specialist**

Specialty areas in Adventure include **high ropes, climbing, belay, group games, low ropes, archery, orienteering, and outdoor living skills/backpacking/camping/outdoor cooking**. Responsible for planning and implementing Adventure activities; assisting in the training of staff in his/her specialty area; and maintaining the equipment and safety of the specialty area under the supervision of the Adventure Director. Qualifications include a minimum of 2 years documented instruction experience, training and/or certification from a nationally recognized organization, and/or extensive personal experience with demonstrated knowledge and skill in specialty area; have in depth knowledge of current techniques used at CTL and industry trends in specialty area; and knowledge of the equipment used at CTL and general maintenance of that equipment. Applicant must be at least 19 years of age.

**Nature Craft
Specialist**

Specialty areas include **horseback, animal farm** (goats, cows, chickens, ducks, donkeys, etc.), **gardening/homesteading, nature arts and crafts**, and **nature** (i.e. plant and animal identification, orienteering, biology, tracking, environmental awareness and education, astronomy, conservation, nature appreciation, etc.) Responsible for planning and implementing Nature Craft activities; assisting in the training of staff in his/her specialty area; and maintaining the equipment and safety of the specialty area under the supervision of the Nature Craft Director. Qualifications include a minimum of 2 years documented instruction experience, training and/or certification from a nationally recognized organization, and/or extensive personal experience with demonstrated knowledge and skill in specialty area; current knowledge of trends and techniques in the specialty field; comfort in working with plants, animals and in the outdoors/woods; ability to teach children skills related to the specialty area; and knowledge of the equipment used at CTL and general maintenance of that equipment. Educational background/training in environmental sciences, outdoor recreation, animal studies or forestry preferred. Applicant must be at least 19 years of age.

Music Specialist

The Music Specialist at Camp Twin Lakes is responsible for leading songs, chants and spirit at various events throughout the day including during meal times, bed time, and assigned program times; running all facets of the CTL radio station including the recording studio which includes making announcements, playing music, and leading radio/recording programs with campers; maintaining all music and radio/recording

equipment as well as portable and stationary sound equipment throughout camp; training others in equipment usage and leading programs; and working with fellow CTL staff members to implement the overall program under the supervision of the Assistant Program Director. The Music Specialist should be a positive, outgoing person that has a passion for working with campers of all ages (mostly youth) and learning the CTL culture. Qualifications include education, documented training, and/or documented experience in leading and/or performing music; experience working with various types of sound equipment and/or instruments; and ability to sing and speak in front of large crowds. Must be 18 years of age or older.

- Ceramics Specialist** Responsible for planning and implementing ceramics projects; supervising staff assisting in ceramics; training and development of staff; kiln firing ceramics projects; and maintenance of the ceramics building under the supervision of the Assistant Program Director. Qualifications include documented training and/or experience in teaching ceramics; extensive personal experience with demonstrated knowledge and skill; and knowledge of the equipment used at CTL and general maintenance of that equipment. Applicant must be at least 19 years of age.
- Drumming Specialist** Responsible for planning and implementing drumming activities that focus on rhythmic percussion skills, team building focused activities, and percussion based games; the training of support staff in drumming activities; and maintaining the equipment and safety of the drumming area under the supervision of the Assistant Program Director. Qualifications include documented training and/or experience in teaching drumming; extensive personal experience with demonstrated knowledge and skill; and knowledge of the equipment used at CTL and general maintenance of that equipment. Applicant must be at least 19 years of age.
- Horticulture Specialist** Responsible for planning and implementing horticulture/homesteading/farm based activities that focus on organic products/farming and nutrition, life on the farm/frontier, composting, plant growing cycles, some farm animal uses, and ways to use the farm products; the training of support staff in horticulture activities; and maintaining the equipment and safety of the garden area under the supervision of the Assistant Program Director. Qualifications include documented training and/or experience in teaching horticulture/farming; extensive personal experience with demonstrated knowledge and skill; and knowledge of the equipment used at CTL and general maintenance of that equipment. Applicant must be at least 19 years of age.
- Media/Photo Specialist** Responsible for planning and implementing photography based activities that incorporate nature photography, appreciation of nature through photography, discovery of the environment and identification of natural resources, composition and technique, and photo editing; the training of support staff in photography activities; taking camp pictures and creating photo albums; maintaining the website photo album; preparing photo presentations for special events; and maintaining the equipment and safety of the photography area under the supervision of the Assistant Program Director. Qualifications include documented training and/or experience in teaching photography; extensive personal experience with demonstrated knowledge and skill; and knowledge of the equipment used at CTL and general maintenance of that equipment. Applicant must be at least 19 years of age.

**Waterfront/
Sports Leader**

Responsible for planning and implementing waterfront/sport programs under the overall supervision of the Waterfront Director. Qualifications include LGT certified. No other prior training required. Experience working with children desired. May be responsible for the maintenance of an assigned area.

**Nature Craft
Leader**

Responsible for assisting the Nature Craft Director and specialist in planning and implementing Nature Craft programs; maintenance of Nature Craft equipment and safety standards; and training staff under the supervision of the Nature Craft Director. Qualifications include background in horsemanship, animal care and comfort in leading riding lessons with children. Desire to gain knowledge of horsemanship, horticulture, environmental awareness (i.e. plant and animal identification, orienteering, biology, tracking, etc.), and nature craft a must. Experience working with children preferred.

Adventure Leader

Responsible for planning and implementing all/most adventure programs under the overall supervision of the Adventure Director. Qualifications include experience in adventure based activities, comfort with leading adventure activities with children, and willingness to learn.