

# 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 three 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. **Program Leaders:** *these leaders typically do not have a lot of experience leading activities in their assigned areas, 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.*
3. **Program Assistants:** *these individuals are between the ages of 15-18 (in 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 3 categories. When applying, please select the category and level for which you are applying. The 3 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/farming*
2. **Outdoor Adventure:** *These are outdoor pursuits that usually require outdoor living skills, require risk taking, and/or require group cooperation. Those activities include the pamper pole, high ropes, climbing tower, zip line, giant swing, and group initiatives.*
3. **Waterfront:** *These are water related activities requiring training in water rescue and life saving techniques (training will be provided). These activities include swimming pool, canoes, kayaks, paddleboats, and pontoon boat.*

The following is a detailed list of activity area and job descriptions. 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, accept criticism, work with minimal personal time, maintain positive attitude, and be a part of a team.

**Waterfront Director:** Responsible for planning and implementing waterfront activities including swimming pool, paddleboats, pontoon boat, canoes, and kayaks; supervising all waterfront staff; performing formal evaluations of waterfront staff; the training and development of waterfront staff; ensuring that the policies and procedures of CTL are reviewed and implemented; and assisting waterfront staff in maintenance of waterfront 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 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/group initiatives, climbing tower, pamper pole, giant swing, and zip line. Qualifications include 2 years experience leading at least 4 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, and the organic garden/farm. 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.

**Arts and Music Director:** 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 Program Director. The Music Specialist should be positive, outgoing person that has a passion for the 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.

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

**Program Leader:** Responsible for planning and implementing program activities in your assigned areas under the overall supervision of the Program Director. No prior training is required as it will be provided but any experience is preferred. Will be responsible for maintenance of assigned area. Program leaders will also be responsible for leading opening ceremonies and evening programs under the supervision of the Special Events Director.

## *Program Area Descriptions*

### **Category 1**

#### Adventure

##### **Ropes Course**

A challenge course 40 feet in the air that can be completed individually or in a team effort. Comprised of multiple obstacles in the forms of bridges and crossings. Your responsibility will be to teach proper techniques on the course, cover safety with the campers, and to supervise proper behavior on the course. Facilitators will be required to guide participants as they overcome their fears by supporting them emotionally and physically through challenging obstacles.

##### **Team Building**

Facilitators will be responsible for guiding teams through a series of obstacles and challenges that are designed to promote team unity and growth.

##### **Pamper Pole**

An individual challenge where the participant climbs a 30 ft telephone pole stands on top and jumps off while being belayed by a team of fellow campers. Facilitators will be required to guide participants as they overcome their fears by supporting them emotionally and physically through the Pamper Pole.

##### **Giant Swing**

An individual challenge where the participant is lifted by a full body harness to a height of their choice, being pulled into the air by a team of fellow campers. When the participant reaches the height of their choice they release themselves, and swing through the air. Facilitators will be required to guide participants as they overcome their fears by supporting them emotionally and physically through the Giant Swing.

### **Climbing Wall**

A 40 ft rock wall where participants are belayed to the height of their choice, as they climb to challenge themselves. Facilitators will be required to guide participants as they overcome their fears by supporting them emotionally and physically through the Climbing Wall.

### Waterfront

#### **Pool**

Lifeguards will manage and supervise campers who are playing in the pool area, and using the waterslide.

#### **Canoes/ Kayaks/Paddleboats**

Lifeguards will be required to explain proper technique, terms and safety rules to participants, and lead them through games and supervise safety while on the lake.

### Horseback and Animal Farm

Facilitators will be responsible for feeding and taking care of the horses and animals throughout the summer. With participants you will guide them safely as they ride the horses around the arena. At the animal farm you will supervise as the participants interact with the animals.

## **Category 2**

### **Sports**

Facilitators will be required to play sports with participants, adapting the game depending on the population.

### **Archery**

Facilitators will be required to explain proper technique, terms and safety rules to participants, and lead them through games and supervise safety while at the range.

### **Biking**

Facilitators will be required to explain proper technique, terms and safety rules to participants, and lead them throughout the camp property and supervise safety while on the trails.

### **Group Games**

Facilitators will be responsible for guiding teams through a series of games and challenges that are designed to promote team unity and growth.

## **Category 3**

### **Ceramics**

Facilitators will supervise and assist participants as they work with clay by hand or on the pottery wheel. They will be responsible for firing the kiln as well.

### **Movement and Dance**

Facilitators will teach participants choreographed dance and movement routines, and perform with the campers. They will also encourage the participants to be creative and develop their own routines.

### **Fishing**

Facilitators will be required to explain proper technique, terms and safety rules to participants, and supervise safety while on the fishing dock.

### **Nature Craft**

Facilitators will guide participants as they do arts & crafts based on items found in nature.

## **Category 4**

### **Drumming**

Facilitators will teach participants techniques to drumming.

### **Improv**

Facilitators will encourage kids to act and/or react to a variety of scenarios by helping them use their own unique imaginations. They will strongly emphasize group interactions and help participants support one another, creating a positive environment.

### **Puppetry**

Facilitators will help participants build puppets, and then create and act out their own puppet shows. In doing so, they will help the campers build confidence and realize that their voices and input always matter. The facilitator's role is to help foster a creative and supportive environment.

### **Nature**

Facilitators will lead participants through the nature trail while teaching about wild life and the environment through different activities.

## **Category 5**

### **Radio**

Facilitators will help participants create and record their own songs or radio segments. In doing so, they will help the campers build confidence and realize that their voices and input always matter. The facilitator's role is to help foster a creative and supportive environment in the radio station.

### **Garden/Farm**

Facilitators will help participants learn about gardening, and aid them as they plant and care for the garden.

### **Camping/Outdoor Living Skills**

Facilitators will teach participants survival techniques and camping skills through different activities. Facilitators are in charge of maintaining safety at all times.

**Remote Control Car Race Track**

Facilitators will teach the participants how to maneuver the cars around the track. They will also be in charge of creating a positive environment promoting teamwork and patience.