



Camp Twin Lakes
Where Challenges Become Triumphs

Camp Twin Lakes Program Staff Job Description

As a Program Staff member at Camp Twin Lakes (CTL), we expect you will grow in your ability to think creatively, facilitate for small and large groups, work independently and collaboratively with a team, adapt to changes rapidly, develop time management skills, and much more while at Camp. Your development as a Leader is vital to CTL and to the success of our programs. Along with being a fun experience, you will develop crucial skills that will help you become a successful professional.

At CTL, Program Staff are the direct connection to our campers. They are tasked with implementing programs to positively impact our campers and their families. Every Program Staff member has numerous responsibilities throughout the Summer. Each responsibility ties directly to creating an environment and atmosphere of learning, acceptance, community and friendship-building, and independence for all campers, volunteers, and staff. Program Staff are responsible for helping campers achieve positive, measurable outcomes. Each week, campers will leave CTL with skills that will improve their lives outside of Camp.

Program Staff responsibilities and expectations include the following:

- Facilitate activities in one or more of our primary program area(s) which include Waterfront, Outdoor Adventure, Horseback, and/or Arts and Music (site dependent), along with other general, large group, and evening program activities
- Be creative in all program innovation, facilitation, and delivery
- Assist with meal-time preparation as needed: setting tables, welcoming campers, serving food, helping with dietary restrictions, facilitating any mealtime programs, and more
- Participate in in-service training weekly throughout summer
- Work collaboratively with staff and partner camp to maintain a safe and fun environment, including keeping facilities clean
- Serve as a Cabin Buddy for partner groups which includes eating meals with cabin group and helping in the cabin, as needed
- Stay actively engaged with campers, volunteers, and staff throughout the day, week, and summer
- Serve as a CTL ambassador and role model to all visitors to ensure an impactful visit
- Assist with check-in and check-out days, as needed
- Maintain up-to-date inventories at assigned program areas
- Be proactive in all assigned responsibilities
- Create an open and positive communication style
- Have a growth mind set which includes being flexible and adaptable, learning new things, and a desire to always improve
- Demonstrate leadership and empathy in all aspects of camp
- Assist with other duties as assigned which could include tasks outside of the standard job description

CTL seeks out highly qualified and motivated staff to fill its Program Staff positions. Our staff live in housing separately from the campers.

**Note that we do not hire cabin staff (each of those positions is filled by weekly volunteers hired and trained by our partner groups).*

The minimum qualifications for this position include:

- Being at least 18 years of age
- Being one full year out of high school
- Have a high school diploma/GED
- Ability to successfully completed a background check upon offer
- Ability to pass a post offer, pre-employment drug screening
- Having the physical, mental, and emotional capabilities to complete assigned tasks
- Be willing to work mostly outdoors.

Responsibilities may vary depending on camp site and role at camp.

2022 COVID specific policies:

We are currently monitoring the state of COVID and working with various resources to ensure we are creating the safest environment possible for our staff. We are highly encouraging all staff to be fully vaccinated to support the health and well-being of everyone at camp. Other protocols may be utilized to further create a safe environment including, but not limited to, mask wearing, social distancing, testing, and cohorting. As new information is released, CTL will adjust its protocols and inform staff on the impact it will have on their roles.