



Camp Twin Lakes Fall Program Leader Job Description

As a Fall Program Leader at Camp Twin Lakes (CTL), we expect you will grow in your ability to think creatively, facilitate for small and large groups, work independently as well as 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.

Dates Required:

This position is a 13-week contract position starting Wednesday, August 17th, 2022, and ending Sunday, November 13th, 2022. Each week will be 40 hours Thursday – Sunday with the following time requirements:

- Thursday 8am-4pm, Friday 12pm-10pm, Saturday 8am-10pm, Sunday 8am-4pm

**Please note that exact days and times are subject to change based on programming requirement; however, these changes will be communicated with all Program Leaders well before they happen.*

Program Staff responsibilities and expectations include the following:

- Assist the Program Coordinator in planning, developing, and implementing programming for populations who have serious illness, disabilities, and life challenges
- Ensure program areas and equipment are well maintained, organized, and have an appropriate amount of supplies
- Serve as a frontline facilitator for all Camp Twin Lakes Fall programming
- Provide excellent customer service to all guests and partner camp directors
- Work collaboratively with staff and partner camp to maintain a safe and fun environment, including keeping facilities clean
- Stay actively engaged with campers, volunteers, and staff throughout each camp's duration
- 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
- 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 Leader 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.

Preferred Experience:

- At least one season working in a camp environment
- Experience in waterfront, ropes course, or arts & music programming
- First aid/CPR/AED certification

Camp Twin Lakes Provides:

- Room and board
- Meals when camp is in session
- Professional development opportunities

Position Salary: \$400/week

Please note that heavy lifting is involved in many program areas. Other skills needed include the ability to get along with others, possess physical stamina to complete a full day of camp programming, ability to accept direction and feedback, ability to place campers needs above your own, maintain positive attitude, and be a part of a team.