



## Summer Program Staff Job Description

As a 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 other staff. Each week, campers will leave camp with skills that will improve their lives outside of camp.

### **Program Staff responsibilities and expectations include the following:**

- Facilitate activities in the primary program area: Waterfront, Outdoor Adventure, Horseback, and/or Arts and Music (site dependent)
- Facilitate general activities: Archery, Biking, Group Games, Improv, Drumming, Dance, Nature/Outdoor Living Skills, Sports, and more
- Facilitate Large Group Activities: Spirit Time, Camp News, Rainy Day Programs, Color Wars, and more
- Facilitate Evening Programs: Opening Ceremony, Carnival, Luau, Talent Show, Dance, Unit Night, and more
- 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 trainings 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
- Stay actively engaged with campers, volunteers, and staff throughout the day, week, and summer
- Serve as a CTL ambassador to all visitors to ensure an impactful visit
- Assist with check-in and check-out days as needed

- Maintain clean and safe work environments
- 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
- Assist in administrative duties as needed
- Assist with other duties as assigned which could include tasks outside of job description

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 live in housing separate from the campers.

**The minimum qualifications for the job include:**

- Being at least 18 years of age
- Have a high school diploma/GED
- A successfully completed background check
- Pass a post offer, pre-employment drug screening
- Having the physical, mental, and emotional capabilities to complete assigned tasks
- Be willing to work mostly in the outdoors

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.

Responsibilities may vary depending on the location of camp and role at camp.