Camp Assistant
Job Description

Reports to:
Camp Assistant Coordinator

Position Purpose:
To learn and develop job skills, flexibility and independence; to gain experience in working as a member of a team

Qualifications

- At least 18 years old
- Desire to learn job skills, independence and teamwork at a residential camp
- Demonstrated ability to learn and perform new skills and tasks related to the job
- Be able to work cooperatively as a member of a team
- Be able to follow written or verbal directions
- Be able to follow 2-3 step directions independently
- Be able to sleep overnight in a dormitory setting
- Independence in activities of daily living (self-care)
- Physically able to travel up and down steep walkways and on uneven ground
- Complete the application materials before the camp session begins
- Be able to lift up to 25lbs

Essential Job Functions:

1. Work in Camp Assistant team to complete tasks as assigned by supervisor
   a. Complete assigned tasks independently or with your team
   b. Get along with team members and supervisor
   c. Be on-time
   d. Focus on the job
   e. Cooperate with team members by helping them and taking turns making choices
   f. Be patient and give team members time to do their part of the work
   g. Be willing to finish jobs and duties when tired

2. Be flexible
   a. Try something unexpected
   b. Try something new
   c. Be okay with doing things for other people before doing things for yourself

3. Be responsible for daily health and personal care activities

4. Make a work schedule with your supervisor
   a. Follow the schedule
   b. Take scheduled breaks only

5. Talk to your supervisor about any questions or concerns
   a. Ask you supervisor for help when you need it
   b. Tell your supervisor about all accidents right away
6. Follow all Camp Rising Sun rules about sleeping overnight
   a. Stay overnight for the entire camp session
   b. Be quiet when the lights go out at 10:00pm
   c. Be quiet and respectful until ‘wake up time’ at 7:00am
   d. Music may be played if earphones are used and others cannot hear the sounds
   e. Keep your space clean
   f. Sleep in your own bunk

7. Follow meal schedule
   a. Eat breakfast, lunch and dinner with the rest of camp
   b. Eat snacks when camp has a scheduled snack break

8. Follow computer and media policies at camp
   a. Only use cell phones on scheduled breaks
   b. CRS computers and electronics are for CRS administrative use only
   c. Cell phones and electronics will be kept out of sight of campers at all times
   d. Personal computer use is only allowed during breaks
   e. Photographs of other staff or campers cannot be posted on social media websites or e-mail (such as, Facebook, You Tube, Myspace etc.) without CRS permission.
   f. Keep other campers’ personal information private: names, birthdays, diagnosis, age, address etc.

9. Follow all safety rules at camp
   a. Give others personal space
   b. Stay with your group or supervisor
   c. Let counselors help campers with toileting, feeding and other needs
   d. Stay on camp grounds at all times
   e. Always let your supervisors know where you go on break

Examples of Camp Assistant Jobs at Camp:

- Ensure that the flag is at the flag pole prior to flag raising every day
- Straighten up staff lounge once daily
- Help set up or put away camp equipment and supplies
- Prepare and put away evening program activities
- Assist in evening program activities as assigned by supervisor
- Wash, dry and sort camp shirts or sleeping bags
- Deliver camp laundry to locations at camp
- Clean straighten and organize sensory toys and equipment daily
- Straighten games on tables daily
- Assist in ensuring that mealtime social activities are placed on tables for meals and put away after meals
- Other duties as assigned by supervisor