Camp Counselor

Qualifications:

- Minimum age 18
- Ability to work with, supervise and creatively direct the activities of children in various age groups
- Ability to problem solve
- Good communication skills

Reports to: Summer Program Director, and Assistant Director
Essential Functions: The summer staff counselor is to provide a leadership role for all camps. Counselors should express a true love and appreciation for the outdoors and natural creation. He/She must have the ability to lift and carry equipment up to 25 pounds (cooler, program equipment, tents), ability to observe and assess camper safety in all situations, maintain high energy levels and enthusiasm for prolonged periods of time throughout the day. The counselor should seek to understand the campers he/she works with and use the uniqueness of the camp setting and program to help fulfill the Camp Fire mission which is: *Camp Fire USA builds caring, confident youth and future leaders.*
Specific Duties:

- Abide by all HFS (Health and Family Services) and ACA (American Camping Association) standards and procedures related to the care of campers
- Participate in Staff Training sessions
- Cooperate with all staff in carrying out the mission of Camp Fire USA and Camp Glen
- Live with a group of campers and supervise assigned campers 24 hours a day
- Assist in presenting camp programs as assigned in conjunction with the Summer Program Director and Assistant Director
- Insure that no mental or physical abuse is directed toward any camper
- Understand reporting relationships and insure that appropriate procedures are followed in dealing with abuse or discipline problems
- Attend and participate in staff meetings
- Assist in evaluation of each camp session
- Assist in cleaning for camp turnovers and as needed during the week
- Other duties as assigned

In accordance with the Camp Fire USA Northwest Ohio Council policy, this is an “at will” position.

Aquatics Director

Qualifications:

- Minimum age of 21
- Current Water Safety Instructor (or equivalent) and swim lesson instructor by a nationally recognized certifying body
- At least six weeks previous experience working in a pool or lake supervisory position
- Head Lifeguard and Waterfront (or equivalent) certifications

Responsible to: Camp Director
Essential Functions: To be responsible for the total operation of the aquatics program (pool, trips, etc.); including the safety and care of campers, staff and event leaders. Operate a safe aquatics area in accordance with HFS (Health and Family Services) and ACA (American Camp Association) standards. Assist with any emergency at the pool. Perform general maintenance of pool facilities and equipment. Maintain modesty and up-hold solid moral values in all waterfront activities. Possess the mental concentration, physical strength, endurance and visual ability to give constant supervision to the activities at the waterfront. Ability to lift and move boats and other waterfront equipment with assistance.
Specific Duties:

- Attend staff training including Canoe training
- In cooperation with Camp Director, develop safety program and operating procedures for the entire waterfront including pool and/or boating events. This includes policies and emergency procedures
- Be responsible for the safety of all campers when they are involved in aquatic programs
- Supervise lifeguards and coordinate pool schedules
- Lead and document routine in-service trainings for lifeguards
- Make a daily check of all safety and emergency equipment. Repair when necessary
- Orient all staff and campers to pool rules, policies, and procedures
- Conduct swim tests (aka pool parties) and assess swimming abilities
- Enforce all aquatic safety and emergency rules and policies
- Instruct and aid in instruction of basic canoeing, swim lessons and other aquatic skills
- Be responsible for cleanliness of pool and surrounding areas
- Insure that all watercraft are maintained in safe operating condition
- Inspect all Personal Flotation Devices (PFD's) on a daily basis to insure that they are safe. Inform the Camp Director of inventory and need for additional devices
- Insure that all water craft equipment and PFD's are checked out and in, in an appropriate manner and are secured at the end of the day
- Monitor pool water quality and test water on a daily basis, or more often if indicated
- Give all campers the opportunity to improve their swimming abilities through Camp Fire USA swimming progressions
- Assist in evaluation of program, facilities
- Report any problems or potential problems with aquatic operations to the Camp Director
- Attend staff meetings
- Other duties and responsibilities as may be assigned by Director

In accordance with the Camp Fire USA Northwest Ohio Council policy, this is position is at will.

Lifeguard

Qualifications:

- Minimum age of 16
- Possess current American Red Cross Lifeguard Certification or equivalent by a nationally recognized certifying organization

Reports to: Aquatics Director & Director
Essential Functions: To assist the Aquatics Director, in compliance with ACA and HFS standards, to provide campers with a safe experience during all water related activities. Assist in providing creative water related programs for campers. Have the ability to lift 50 pounds. Possess the mental concentration, physical strength, endurance and visual ability to give constant supervision to all aquatic activities. The lifeguard is to be a reliable adult who should express a true love and appreciation for the outdoors and natural creation. He/She shall seek to understand the campers he/she works with and use the uniqueness of the camp setting and program to help fulfill the Camp Fire mission which is: *Camp Fire USA builds caring, confident youth and future leaders.*
Specific Duties:

- Assist the Aquatics Director in operating and maintaining the pool
- Assist in setting up and maintaining all pool equipment
- Insure that all pool rules are enforced in a fair and consistent manner
- Insure that the bathhouses and pool area, are cleaned on a daily basis
- Provide daily coverage for swim times as assigned
- Participate fully in weekly emergency response drills and trainings
- Follow established protocols in emergency situations
- Be available to be called upon to assist in counseling duties as assigned
- Other duties as deemed necessary by the Camp Director

In accordance with the Camp Fire USA Northwest Ohio Council policy, this is an “at will” position.

Kitchen Cook

Qualifications & Experience:

- 18 years of age or older
- Willingness to work in kitchen setting
- Desire to prepare appealing meals for guests
- Knowledge of food preparation and safe food handling procedures desired
- Experience in kitchen operation preferable
- Ability to work with children
- Ability to problem solve
- Good communication skills

Responsible to: Food Service Director, Camp Director

Essential Function: To provide a pleasant dining experience for campers, staff and visitors. Ability to prepare nutritious meals based on menus planned by the Food Service Director. Ability to lift and carry up to 25 pounds, able to lift/move food and supplies, lift dishes to storage location, Ability to follow written and verbal directions, Demonstrate ability to problem solve, Ability to operate electrical and mechanical equipment in kitchen; operate dishwasher while maintaining appropriate temperature; determining cleanliness of dishes, food contact surfaces, and kitchen areas. Be in compliance with all ACA and Health Department regulations. Ability to cook quality meals for guests efficiently. Responsible for working as a team with the Dining Room Hostess.

Responsibilities:

- Preparation and serving of meals and snacks
- Maintain temperature charts of freezers and refrigerators as directed
- Accept food orders and rotate stock
- Clean and put away dishes
- Put away leftover food properly
- Responsible to wash and clean equipment and kitchen area after each meal
- Clean kitchen weekly
- General camp duties: daily, weekly, or more often if needed
    - Clean walk-in cooler (floor and shelves) weekly
    - Clean storeroom (floor and shelves) weekly - pantry
    - Assist dishwasher daily during heavy dishwashing
    - Stock storeroom and rotate supplies

    - Attend staff meetings
    - Assist in evaluation at end of each camp session
    - Responsible for the cleanliness of the dining room: sweep daily, clean tables, chairs, mop floor and wash windows as needed
    - Responsible for disposal of garbage and trash
    - Other duties and responsibilities as may be assigned by Supervisor or Director

In accordance with Camp Fire USA Northwest Ohio Council policy, this is an “at will” position

Health Coordinator

Qualifications:

- Minimum of First Responder Certification
- Minimum Age of 19
- Current valid Drivers License
- Experience working with children desirable
- Desire to live and work in a camp community
- Ability to administer first-aid, evaluate illness and injury
- Communicate with confidence and care
- Exhibit exceptional organizational skills

Reports to: Assistant Director

Essential Functions: The Health Coordinator is responsible for the health and well being of campers, guest and staff during the summer months. The Health Coordinator, in conjunction with the Assistant Director has the responsibility and the authority to make health related decisions for the campers, guests and staff. These decisions must be made in accordance with the consulting physician's standing orders and HFS (Health and Family Services) and ACA (American Camping Association) standards. The Health Coordinator should seek to understand the campers he/she works with and use the uniqueness of the camp setting and program to help fulfill the Camp Fire mission which is: *Camp Fire USA builds caring, confident youth and future leaders.*

Specific Duties:

Participate in Staff Training

- As instructed by Camp RN or Licensed Physician:
  - Inform/educate staff of specific & special camper needs (i.e. alert food service staff of food allergies)
  - Secure and dispense medication to campers per written instructions
  - Maintain written record of medications taken and return unused medications to parents at the end of the Camp session
- Maintain records, medical log, incident and accident reports as specified in the Camp Health Care Plan.
- Submit accident and incident reports to the Director in a timely manner so that they can be filed in the Findlay Camp Fire office within 24 hours of the incident or accident
- Maintain adequately stocked and rotated first-aid supplies in Health Care Center, belt-packs, and First Aid kits stationed throughout camp
- Conduct health screening at camper registration
- In consultation with the Director and Assistant Director, make decisions about when a camper or staff person needs to be taken to a Physician or hospital for additional treatment
- Notify parents as appropriate in consultation with Assistant Director, Camp RN or Licensed Physician
- Inform Camp RN or Licensed Physician of any pertinent issues/actions occurring daily
- Insure that all medications are secured in the Health Care Center
- Insure that each camper and staff person has a health history and examination form on file
- File health information records as directed and archive all health records at the end of summer
- Provide continual supervision to campers or staff in Health Care Center; coordinate coverage at the Health Center when necessary
- Keep Health Center clean and equipment in order
- Maintain temperature chart of the refrigerator in Health Center under Health Department Regulations
- Attend and participate in staff meetings
- Other duties and responsibilities as may be assigned by Camp Director

In accordance with Camp Fire USA Northwest Ohio Council policy, this is an "at will" position.

Summer Program Director

Qualifications:

- Minimum age 20
- Experience in program development and camping industry
- Good organizational skills
- Experience and ability to be in a supervisory role
- Excellent written and verbal skills
- Musical skills preferred
- Ability to be flexible and problem solve

Reports to: Assistant Director
Essential Functions: The Summer Program Director position is to assist the Assistant Director in ensuring that each week's program goals and objectives are met and to ensure and campers are provided a secure, healthy and spiritually nurturing camping experience. He/She shall observe and direct campers and program staff (i.e. counselors), have the ability to communicate thoughts and ideas to campers and staff, be able to organize and write effectively, and have the ability to lift and carry equipment (canoes, tents, coolers, etc.). The Summer Program Director should seek to understand the campers he/she works with and use the uniqueness of the camp setting and program to help fulfill the Camp Fire mission which is: *Camp Fire USA builds caring, confident youth and future leaders.*
Duties:

- In conjunction with Assistant Director, help plan all program activities
- Prepare activities and clean up as necessary
- Assist in staff training as needed
- Be responsible for a cabin group of campers as needed
- In conjunction with the Health Coordinator, insure that campers receive necessary medications and first aid
- Other duties as assigned

In accordance with Camp Fire USA Northwest Ohio Council policy, this is an "at will" employment opportunity.

Dining Room Hostess/Kitchen Assistant

Qualifications & Experience:

- 16 years of age or older
- Willingness to work in kitchen setting
- Knowledge of food preparation
- Basic knowledge of food preparation and safe food handling procedures desired
- Experience in kitchen operation preferable
- Ability to work with children
- Ability to problem solve
- Good communication skills

Responsible to: Food Service Director, Kitchen Cook

Essential Function: To assist the kitchen cook in meal preparation. Provide a pleasant dining experience for campers, staff and visitors. Ability to assist in preparing nutritious meals based on menus planned by the Food Service Director. To lift and carry up to 25 pounds, able to lift/move food and supplies, lift dishes to storage location. Follow written and verbal directions. To operate electrical and mechanical equipment in kitchen; operate dishwasher while maintaining appropriate temperature; determining cleanliness of dishes, food contact surfaces, and kitchen areas. Follow ACA and Health Department standards.

Responsibilities:

- Assist preparation and serving of meals and snacks
    - Salad bar: Set up and preparation, keep fresh
    - Drinks: Set up and preparation
    - Hoppers: Instruction, grace and clean up table

- Communicate between the Dining Room and the Kitchen
- Communicate hopper duties to all guests and be there to monitor and assist
- Assist in accepting food orders and rotate stock
- Assist with cleaning and putting away dishes
- Assist kitchen cook
- Put away leftover food properly
- Attend staff meetings
- Assist in evaluation at end of each camp session
- Responsible for the cleanliness of the dining room: sweep daily, clean tables, chairs, mop floor and wash windows as needed
- Responsible for disposal of garbage and trash
- Other duties and responsibilities as may be assigned by Supervisor or Director

In accordance with Camp Fire USA Northwest Ohio Council policy, this is an “at will” position