

Camp Al-Gon-Quian Jobs Brochure

Administrative Staff

Assistant Director (1 @ \$440/week base) – Must be 21 years of age or older. This individual will work closely with the camp director in ensuring the delivery of a safe, organized and fun camp program for all campers, volunteers and staff members. He or she will oversee the facilities/support staff, waterfront director, health staff and trips staff as well as some cabin counselors. He or she is in charge of advanced camper disciplinary issues and will assist the camp director with advanced staff issues. Must have excellent customer service skills and will frequently interact with parents. Serves as the site director when the camp director is off-site. Lives in the lodge. Supervised by the camp director.

Leadership Director (1 @ \$415/week base) – Must be 21 years of age or older. This individual will work closely with all activity area and curriculum-based programs, overseeing all specialists as well as special program directors (LITs, CITs, J-staff, etc.). He or she will be responsible for the goal-setting session at the beginning of the summer and will conduct mid-summer and end-of-summer evaluations for just over half of the staff members. He or she is in charge of ensuring cleanliness and safety in activity areas and is a resource for curriculum development. Ensures evening activity program quality and sets weekly schedule. Will run camper class signups each week and is in charge of maintaining staff morale throughout the summer. Must have excellent customer service skills and will frequently interact with parents. Supervises all activity area specialists, the barn director, Mississauga, LIT, CIT and Jstaff directors. Lives in the lodge. Supervised by the camp director.

Program Director (1 @ \$300/week base) – This individual is responsible for the daily schedules of camp. Each week, he or she will take into consideration all of the counselor requests and the needs of camp and will create the cabin counselor, activity area, post/circle, bathroom and time off schedules. He or she will also make all of the specialized schedules for camp, including the cookout schedule, in/out day schedule, etc. Lives in a cabin. Supervised by the camp director.

Head Male/Female (2 @ 345/week base) – These two individuals are the leaders of the male and female sides. Their responsibilities include new staff acclimation, staff bonding, mentoring and appreciation (including end-of-summer gifts, etc.). They are responsible for being the main figureheads of camp, communicating camp rules and conducting events (intros, toilet talks, opening/closing campfire). When camper or staff situations arise, these individuals are typically the first administrators to intervene. Must have excellent leadership skills with staff and campers and be strong in parental communication. Lives in a cabin. Supervised by the camp director.

Facilities/Support Staff

Director of Operations (1 @ \$400/week base) - Must be 21 years of age or older. This individual is responsible for everything that makes camp run. This would include everything from the physical cleanliness and repair of the facility to coordinating in/out days. He or she is responsible for coordinating and meeting with contractors, running the campout program, maintaining vehicles and boats and conducting most town runs for supplies. Supervises kitchen staff, maintenance staff, and store manager. Lives in the lodge. Supervised by the camp director.

Health Officer (1 @ \$430/week base) – Must be 21 years of age or older. This individual is responsible for ensuring the health and safety of all of our campers and staff members. The health officer reviews all of the health files before a participant's arrival at camp and shares any pertinent information with the necessary parties. Responsible for intake and distribution of all camper and staff medications. First responder

in case of medical emergency. Maintains cleanliness of mini-infirmary and main infirmary areas. Requires medical training; EMT or greater. Works with **1-2 assistant health officers (\$240/week base)**. Lives in lodge building. Supervised by the assistant director.

Kitchen Director (1 @ \$15/hour base) – This individual coordinates the serving of 260+ healthy meals, three times each day, to all participants and staff members in the camp program. Has a budget of more than \$90,000 for purchasing. Coordinates two GFS orders each week and additional orders from Ken's Village Market and Bill's Farm Market. Leads kitchen staff in menu planning and meal production. Works with 2 FT assistants and additional kitchen helpers. Maintains cleanliness and food safety standards in the kitchen. Must hold current ServSafe certification. Lives off-site; on-site housing may be available. Supervised by the director of operations.

Assistant Cook (2 @ \$300/week) – These individuals work closely with the Kitchen Director to ensure the daily delivery of three healthy meals to our campers and staff. They will also work as cabin counselors, but will spend the activity hours and wake-up times in the kitchen preparing meals. Will also spend time post-meal helping with cleanup, etc. Supervised by the kitchen director and the director of operations.

Kitchen Assistants (2-3, various rates added to regular stipends) – These individuals will be assigned specific duties in the kitchen. Examples may be lunch cleanup supervisor, breakfast prep, etc. They will also be the first individuals to "cover" when kitchen staff members are unavailable for a meal. Also live as cabin counselors. Supervised by the kitchen director and the director of operations.

Maintenance Director (1-2 @ 275/week base for one) – This individual is in charge of the general upkeep of camp. Coordinates with the director of operations and caretaker on bigger projects and improvements to camp. On a daily basis, completes trash and recycling duty, cleans dining hall and A&C bathrooms, and ensures stock in the pantry and bathhouses. Must be capable of doing small repairs on camp (screens, doors, etc.). Also works as a cabin counselor. Supervised by the director of operations.

Office Manager (1 @ \$205/week base) – This individual will work in the office each day for at least two activity hours. This individual will answer all phone calls, take and relay messages, interact with guests and visitors, and manage the walkie-talkie system/missing camper protocol during the activity hours. Must have excellent customer service skills. Also works as a cabin counselor. Supervised by the director of operations.

Store Manager (1 @ \$225/week base) – This individual is responsible for the organization and running of the camp store. He or she will intake all camp store information before the start of the session, set up camper store accounts, run the camp store each evening (with the CITs) and close accounts at the end of the session. Requires strong organizational, computer and customer service skills. Also works as a cabin counselor. Supervised by the director of operations.

Photographer (1 @ \$205/week base) – This individual is responsible for recording all of the photo and video at camp, including creating the end-of-summer slideshow and producing brochure-ready photos. This person also is responsible for updating the eCamp service daily with a blog post and photos. Also works as a cabin counselor. Supervised by the director of operations.

Program Leadership Staff

**lifeguard stipends have been included in this pay rate..*

Waterfront Director (1 @ \$335/week base*) – Must be 21 years of age or older. This individual is responsible for overseeing our waterfront program, which includes all watersports classes, free swim and polar bear, as well as any other activities using the waterfront. This individual needs to have extensive knowledge and experience in boating, swimming and aquatic facility management. Must have American Red Cross lifeguard certification, preferably Lifeguard Instructor and Water Safety Instructor certified. Creates the weekly free-swim and polar bear lifeguard schedules. Supervises 20-35 lifeguard staff. Also works as a cabin counselor but has evening activity time for

planning purposes. Supervised by the assistant director. Second in command: the ***Assistant Waterfront Director (1 @ \$225/week base*)***.

Barn Director (1 @ 335/week base; also potential for hourly wage for an employee who lives off-site) – Must be 21 years of age or older. This individual is responsible for the implementation of our horseback riding program, the care of the barn facility and of the 10 horses. This individual will feed the horses and ensure their health, plan and implement the horseback riding curriculum for up to four hours of classes each day and ensure safety for all riders in the program. Requires Certified Horsemanship Association (CHA) certification or equivalent. Supervises 2-4 barn hands. Also works as a cabin counselor but has evening activity time for planning purposes. Supervised by the leadership director. Second in command: the ***Assistant Barn Director (1 @ \$225/week base)***.

Counselors-In-Training Directors (2 @ \$225/week base) – These two individuals supervise high school students who have finished 10th or 11th grades who serve as volunteers on camp. There are approximately 10 volunteers for four different CIT sessions, totaling about 40 throughout the course of the summer. These individuals will be available starting in February to help with the hiring and training process for the CITs, including two in-town trainings in the spring and one weekend at camp in May. They are responsible for constant feedback and supervision of the CITs, as well as one mid-way and one end-of-session eval for each CIT. Extensive experience as a camp professional preferred. Also works as a cabin counselor. Has 1 activity hour each day dedicated to planning. Supervised by the leadership director.

Junior Staff Directors (2 @ \$225/week base) - These two individuals supervise high school students who have finished 11th or 12th grades who serve as volunteers on camp. There are approximately 8 volunteers for two different J-Staff sessions, totaling about 16 throughout the course of the summer. They are responsible for constant feedback and supervision of the J-Staff, as well as one mid-way and one end-of-session eval for each J-Staff member. Extensive experience as a camp professional preferred. Also works as a cabin counselor. May be granted extra activity area time for planning during evaluation time, as per the program director. Supervised by the leadership director.

Leaders-In-Training Directors (2 @ \$225/week base) – These two individuals work closely together to plan a leadership program for campers who have finished 9th or 10th grades during our three two-week sessions. During each two-week session, the LIT directors will be in charge of planning and executing leadership activities and curriculum for a group of 24-36 teens. The LIT program includes two hours of afternoon activities daily, daily devotion activities, planning the first dance of the session, buddy cabins, shadowing, cooking brunch for all of camp and the overnight trip in the second week. Will have one activity hour dedicated to planning during each two-week session. Should hold a valid chauffeur's license. Lives in a cabin with LITs and supervises 4-6 LIT support staff members each session. During one-week sessions, serves as a cabin counselor. Supervised by the leadership director.

Mississauga Directors (2 @ \$205/week base) – These two individuals (one male, one female) are the cabin counselors for any campers who are entering the 10th or 11th grades but who are not in the LIT program. These counselors work together to plan activities during the devotion time for both the boys and girls cabins of Mississauga campers. The activities should focus on individual discovery, self-realization and building friendships in the group. If there is not a group of campers of this age during a session, the Mississauga directors serve as regular cabin counselors in any age group. Supervised by the leadership director.

Day Trips Director (1 @ 225/week base*) – This individual plans and supervises two day trips each week. During each one week session, this usually means one tubing trip and one "mystery" trip (beach, putt-putt, etc.). During two-week sessions, this usually means one tubing trip, one trip to Mackinac Island, and two "mystery" trips. The trips director is responsible for organization and planning for all trips and safety while on the trip. May have to distribute medication or administer first aid. Must have American Red Cross lifeguard certification, valid chauffeur's license, and American Red Cross Secondary First Aid Certification. Supervises 6 trips staff members. Also works as a cabin counselor. Has 1 activity hour each day dedicated to planning. Supervised by the assistant director.

Trips Staff Members (6 @ \$210/week base*) – These individuals become specialists for day trips. They are the first people who will be selected to chaperone trips with the day trips director. All trips staff members need to have Chauffeur's licenses and hold American Red Cross lifeguard certification. Also work as cabin counselors. Supervised by the day trips director.

Outdoor Adventure Leaders (2 @ \$240/week base*) – These individuals will lead all wilderness adventure trips. This includes the week-long trips for high school students during Session 1 and Session 5 as well as all three Frodo Journeys and any overnight trips. The time-off schedule for these individuals will be slightly different. The outdoor adventure leaders are responsible for the organization and planning for all overnight trips and safety while on the trip, as well as maintenance of all trips supplies. Will have to distribute medication and may have to administer first aid. Must have American Red Cross lifeguard certification, Wilderness First Aid or Wilderness-EMT certification or greater, and a valid Chauffeur's license. Supervised by the assistant director.

Activity Leadership Staff

All activity leaders also serve as cabin counselors. See cabin counselor description below

**lifeguard stipends have been included in this pay rate.*

Climbing Wall Specialist (1 @ \$225/week base*) – This individual is responsible for the climbing wall program. He or she will create the schedule so all cabins get an opportunity to climb the wall. He or she will maintain rope logs throughout the summer and ensure safety of all participants and staff as well as ensure proper equipment maintenance. During two-week sessions, will lead a climbing wall concentration activity in the afternoon of the second week. Should have ACCT certification as a challenge course practitioner (level 1 or level 2) or as a challenge course manager. Should be certified in secondary first aid. Supervised by the assistant director.

Sailing Specialist (1 @ \$215/week base*) – This individual is in charge of the sailing program. He or she is responsible for the maintenance of six camp sailboats (3 Laser Picos and 3 Hunters) and has shared responsibility of the canoe shed. Each morning, the sailing specialist will teach two basic one-hour classes. Each afternoon, the sailing specialist will teach one 2-hour sailing concentration course. Should have strong skills as a sailor and also demonstrate competency driving the Boston Whaler. US Sailing Instructor certification preferred or comparable experience in the sport. Works closely with the waterfront director to ensure program and equipment quality. Supervised by the leadership director.

Canoeing Specialist (1 @ \$215/week base*) - This individual is in charge of the canoeing activity area. He or she is responsible for the maintenance of the 8 camp canoes that are in-use and has shared responsibility of the canoe shed. Will teach four activity hours of canoeing each day. Must be lifeguard-certified. Should have strong paddling skills and also demonstrate competency driving the Boston Whaler. American Canoe Association certification preferred or comparable experience in the sport. Works closely with the waterfront director to ensure program and equipment quality. Each class should have a specific theme and a daily curriculum planned. Supervised by the leadership director.

Swimming Specialist (1 @ \$215/week base*) - This individual is in charge of the swimming activity area. He or she is responsible for the maintenance of the swim area and swimming equipment. Will teach four activity hours of swimming each day, including one instructional course for novice swimmers. Must be lifeguard-certified. Should have strong swimming skills and at least one year experience as a lifeguard. Should have American Red Cross Water-Safety Instructor (WSI) certification or comparable experience teaching swim lessons. Works closely with the waterfront director to ensure program and equipment quality. Each class should have a specific theme and a daily curriculum planned. Supervised by the leadership director.

Waterskiing Specialist (1 @ \$215/week base*) – This individual is in charge of the waterskiing activity area. He or she is responsible for the maintenance of the speedboat, boat lift and waterskiing equipment. Will teach four hours of waterskiing each day and occasionally will host makeup sessions during other times (rest hour, early morning, etc.). Will be responsible for maintaining fuel levels in the boat. Must be

lifeguard-certified and have a boater's safety license. Should have strong waterskiing skills and at least one year experience as a lifeguard. Should have US Waterskiing Instructor Level 1 certification or higher or comparable experience teaching waterskiing. Works closely with the waterfront director to ensure program and equipment quality. Supervised by the leadership director.

Drama Specialist (1 @ \$205/week base) – This individual is in charge of the drama activity area, located in Rowe Hall. He or she is responsible for the upkeep of the drama clothes section of Rowe Hall and is the resident expert on the speaker and mixer systems. He or she will teach 3-4 hours of drama each day. Drama classes have included Choir, Drama Games (Improv), Drama-Rama (making a play), Costume/Makeup, Drama Dance and Drama Write. At least one drama class should have a presentation at the session talent show. Each class should have a specific theme and a daily curriculum planned. Supervised by the leadership director.

Landsports Specialist (1 @ \$205/week base) – This individual is in charge of the landsports activity area. This includes all sports areas (tennis courts, soccer field, Frisbee field, basketball court, volleyball court) and all of the equipment in and the cleanliness of the landsports shed. He or she will teach 4 hours of landsports each day. Each class should have a specific theme and a daily curriculum planned. Should have experience in various sports; coaching experience preferred. Also coordinates 2-3 sports days with other camps. Supervised by the leadership director.

Northstar Specialist (1 @ \$205/week base) – This individual leads Northstar, a discussion group for girls. Each week there will be 1-2 Northstar classes planned. Each class should have a specific theme and a daily curriculum planned. Should have experience leading discussions with youth. Supervised by the leadership director.

Southstar Specialist (1 @ \$205/week base) – This individual leads Southstar, a discussion group for girls. Each week there will be 1-2 Southstar classes planned. Each class should have a specific theme and a daily curriculum planned. Should have experience leading discussions with youth. Supervised by the leadership director.

Nature Specialist (1 @ \$205/week base) – This individual is in charge of the FUNK (Fun Understanding Nature Knowledge) activity area and the upkeep of the FUNK House. Each class should have a specific theme and a daily curriculum planned. Should have experience and knowledge of nature and the camp property. Supervised by the leadership director.

Arts and Crafts Specialist (1 @ \$205/week base) – This individual is in charge of the A&C Activity area and the A&C Shed. He or she will teach 4 hours of A&C each day. Each class should have a specific theme and a daily curriculum planned. Should have experience in various arts and crafts projects and be very organized. Also coordinates the "Art Fair" half-day activity during third session. Supervised by the leadership director.

Media Specialist (1 @ \$205/week base) - This individual is in charge of the newspaper and library activity areas and library half of the A&C building. He or she will typically teach 1 hour of newspaper and 1 hour of library each day. Each class should have a specific theme and a daily curriculum planned. Shall produce a camp newsletter at least one time each session to be distributed to each cabin. Is responsible for any systems to check books out of the library or use the library building. Supervised by the leadership director.

Woodshop Specialist (1 @ \$205/week base) – This individual is in charge of the woodshop activity area, the woodshop building and equipment. He or she will teach 4 hours of woodshop each day. Each class should have a specific theme and daily curriculum planned. Shall ensure that the machines are in good repair and that all of the safety protocols are in place. Requires experience in using machinery and hand tools in a woodshop setting. Supervised by the leadership director.

Archery Specialist (1 @ \$205/week base) – This individual is in charge of the archery activity area, including the range, shed and all equipment, upholding strongest standards of safety and professionalism. He or she will teach 4 hours of archery each day. Each class should

have a specific theme and daily curriculum planned, with opportunities for skill advancement and development. US Archery certification or equivalent archery experience necessary. Supervised by the leadership director.

Riflery Specialist (1 @ \$205/week base) – This individual is in charge of the riflery activity area, including the range, shed and all equipment, upholding strongest standards of safety and professionalism. He or she will teach 4 hours of riflery each day. Each class should have a specific theme and daily curriculum planned, with opportunities for skill advancement and development. NRA or Certified Marksmanship Program certification or equivalent target shooting experience necessary, including experience in the sport but also with gun repair and maintenance. Supervised by the leadership director.

Cabin Staff

Cabin Counselors (~50/summer @ \$195/week base for 18+; \$175/week base for under 18) – All full-summer staff members have received their high school diploma or equivalent. Junior Counselors are those who are yet to turn 18 and Senior Counselors are ages 18 and up. The primary responsibility of these individuals is to work alongside of a co-counselor to lead a group of 7-9 campers throughout the camp program ensuring their safety, enjoyment and growth throughout their time at camp. They also serve as mentors to teen volunteer CITs. During the day, cabin counselors will be assigned to different activity areas according to their interests, skills and camp's needs. Cabin Counselors are responsible for the cleanliness of camp and their cabin areas, and will be assigned to cleaning crews on a rotating basis. They also serve as lookouts at post during free times and at bedtime on circle duty. Cabin counselors are responsible for other functions of camp such as leading assembly, performing in skits, planning and participating in evening activities, making announcements, communicating with parents, etc. Supervised by either the leadership director or the assistant director.

Junior Staff Members (~16/summer @ \$175/week or as volunteers) – Also known as the J-Staff, these individuals are counselors who serve between four and five weeks on camp. All J-Staff members have either finished 11th or 12th grades and go through a similar application process to that of the full summer staff. After they are hired, J-Staff have the option to choose if they will work as volunteers or if they would like to receive a weekly stipend. J-Staff have almost the same responsibilities as full-summer staff. They work as cabin counselors and in activity areas, and take on responsibilities in camp maintenance, on post and at circle. They take their time off with other J-Staff members, and not the full summer staff. All J-Staff members have served as CITs. Supervised by the J-Staff directors.

Counselors-In-Training (~40/summer as volunteers) – Also known as CITs, these individuals are volunteer counselors who serve between two and three weeks on camp. All CITs have either finished the 10th or 11th grades. All CITs go through an application and interview process similar to that of the full-summer staff. CITs work as cabin counselors, assist in activity areas and spend about a week working in the dishroom. The purpose of the program is to give teens leadership opportunities and training working with children. Supervised by the CIT directors.