



# Ann Arbor YMCA Camp Al-Gon-Quian 2019 Seasonal Job Description Summaries and Start Dates

**All of our camp staff members work to fulfill the national mission of YMCA Resident Camping:**

- Provide a creative, educational experience in sustained democratic living
- Stress a concern for the individual
- Provide quality leadership
- Embody a climate of cooperation
- Promote the mental, physical, spiritual and social growth of individuals
- Foster a sense of responsibility toward the natural environment & the human community.

This document contains the nitty-gritty details for each job on camp so we can get necessary work done to fulfill our mission! Pay will be available on a separate document titled "2019 AGQ Staff Pay Scale"

## **Administrative, Program, Facility & Support Staff**

### **\*NEW DESCRIPTION\* Leadership Director**

**June 8**

Director of the people! Oversee teen programs and their directors (LIT, CIT and J-Staff). On point for younger staff and international staff development. Active mentor for younger staff, and resource to their respective directors. On point for staff appreciation efforts throughout the summer. Help to establish potential new camper and staff development programs with the Directors. May play a role in younger staff hiring and training during the off-season. Will have office responsibilities during the off-season. Live in lodge. Must be 21+.

### **\*NEW DESCRIPTION\* Program Director**

**June 8**

Oversee and evaluate all activity specialists, including horseback riding, sailing, waterskiing and climbing, and some cabin counselors. Run camper activity signups and establish evening activity schedule. Guide evening activity planners. Purchase program supplies. Adhere to supplies budget. Coordinate with other camps for Sports Days during two-week sessions. Live in Lodge. Must be 21+.

### **Director of Operations**

**June 8**

Responsible for the cleanliness of camp grounds, oversee and evaluate seasonal maintenance staff, kitchen, health and waterfront operations. Responsible for In/out day preparations and execution. Responsible for oversight of mail distribution and issues. Share responsibility for programming. Purchase maintenance supplies. Adhere to the maintenance supplies budget. Live in lodge or director's house. Must be 21+

**Head Female/Male****June 8**

Lead respective camp "side". Take strong role in staff bonding, training and morale. Actively mentor staff members. Lead camper experience. Lead flag, make announcements; responsible for opening campfire, candlelight and toilet talks. Acts as next stop for dealing with conflict, homesickness, etc., when cabin counselors cannot solve camper or cabin issues. Responsibility for side cleanliness-makes and enforces bathroom cleaning schedule, camp sweeps, etc. Act as liaison between lodge and cabin counseling staff. Assist with staff evaluation preparation. One planning hour/day. Also work as a cabin counselor.

**Waterfront Director\*****June 8**

Leader of waterfront. Lead opening and closing of the waterfront facility. Responsibility for evaluating lifeguard skills and maintaining high level of safety. Execute swim checks for campers. Assign buddy tags. Must have knowledge of waterskiing, swimming, canoeing and sailing. Maintain equipment and supplies; schedule 1 guard in-service/week. Ensure waterfront safety systems are in place and working. Lead missing swimmer procedures. Lead "polar bear" daily. Also work as a cabin counselor. Must be certified YMCA lifeguard, preferably YMCA lifeguard trainer. Must be 21+. Must obtain boater safety certificate.

**Asst. Waterfront Director****June 15**

Second in command to waterfront director. Assist waterfront director in all facets of leading the waterfront. Must have knowledge of waterskiing, swimming, canoeing and sailing. Take over the waterfront directors' responsibilities when the waterfront director is off duty. Attend "polar bear" daily. Also work as a cabin counselor. Must be certified YMCA lifeguard, preferably YMCA lifeguard trainer. Must obtain boater safety certificate.

**Barn Director****June 15**

Leader of horseback riding program. Ensure safety for all participants and animals. Responsibility for the care of the group of 10 camp horses. Lead opening and closing of the barn facility. Work with local vendors, veterinarian, etc. Establish camper classes and develop Western riding curriculum. Run at least 2 trail rides for non-barn campers each session. Also work as a cabin counselor. Must have at least CHA Level 1 training or equivalent documented experience. Must be 21+.

**Asst. Barn Director****June 15**

Second in command to barn director: Assist the barn director in all facets of leading the horseback riding program. Take over his/her responsibilities when the director is off duty. Also work as a cabin counselor.

**Outdoor Adv. Instructors\*****June 15**

Work as a pair to lead the Wilderness Leadership Program. Prep and guide three 4-day introductory trips (Frodo) and three 1-day overnight trips (Big Wild) in Northern Michigan. Ensure highest level of safety for all participants. Maintain camp hiking supplies, including tents and the trips room. Transport campers and supplies using camp vehicle. At least one trips leader must be a certified YMCA lifeguard. At least one must be certified Wilderness First Responder (WFR) or greater. At least one instructor must be 21+.

**Day Trips Director\*****June 15**

Coordinate two day trips per week for campers. Ensure highest level of safety during trips. Run trip sign-ups, secure parental permission, compile forms and works with health staff to plan for any health needs during the trip. Select support staff to help during trip. Adhere to budget. Transport campers using camp vehicles. Also work as a cabin counselor. Must be a certified YMCA lifeguard. Secondary first aid preferred. Must be 21+.

**LIT Directors****June 8**

Work as a pair to run the Leaders-In-Training program during Sessions 2, 3 and 4. Develop leadership curriculum for group of 18-40 campers (depending on enrollment) for each afternoon and evening. Lead a team of other LIT counselors and live in cabin with LIT group. Plan and

execute LIT trip. Ensure highest level of safety while on the trip and during LIT activities. One planning hour/day during 2-week sessions.

**CIT Directors**

**June 8**

Work as a pair to run the Counselor-In-Training program. Lead CIT trainings during the spring. Work as an active mentor to the CITs to answer questions and make sure they are ready to take on assistant counselor roles. Explain “dishing” and supervise dish room work and cleanliness. Lead group CIT meetings during sessions to discuss the CIT experience. Deliver one mid-session evaluation and one final-session evaluation to each CIT. Keep records of all evaluations for CIT files. One planning hour/day. Also work as a cabin counselor.

**J-Staff Directors**

**June 8**

Work as active mentor(s) to the Junior Staff. Lead J-Staff trainings during the spring. Work as an active mentor to the J-Staff to answer questions and prepare them for the transition to full-summer staff. Lead J-Staff meetings during sessions to discuss the J-Staff experience. Deliver regular check-ins with J-Staff members, one mid-summer evaluation and one end-of-summer evaluation for each J-Staff member. Keep records of all evaluations for J-Staff files. One planning hour/day during mid-summer and end-of-summer evaluation times. Also work as a cabin counselor.

**Kitchen Director**

**June 8**

Oversee camp foodservice. Plan weekly menu and place orders for all food and supplies. Adhere to food service budget. Train kitchen staff and setup systems and kitchen rules. Ensure maintenance, organization and cleanliness of the kitchen and kitchen equipment, meeting all state and ACA standards. Lead kitchen staff to deliver each meal. Pay close attention to food safety, special food needs, allergies, and healthy food choices. Live in director’s house. Must be ServSafe certified. Must be 21+.

**Assistant Cooks – Lunch/Dinner**

**June 8**

Two lunch cooks and two dinner cooks. Work with kitchen director to deliver the meal. Work in the kitchen for the two activity hours before assigned meal for preparation. Return to kitchen at the end of each meal to assist with cleanup. Also work as a cabin counselor. Stipend is \$50/meal.

**Assistant Cooks – Breakfast**

**June 15**

Report to kitchen each morning at time specified by kitchen director, usually around 7:00 a.m. Work with kitchen director to deliver the meal. Return to kitchen at the end of breakfast to assist with cleanup. Also work as a cabin counselor.

**Meal Helpers**

**June 15**

Assigned to one meal. Come to the kitchen approximately 20 minutes before the start of the meal and assist with putting out the meal. Stay after the meal to put away leftovers and oversee cleanup. Also work as a cabin counselor.

**Maintenance Director**

**June 8**

Ensure day-to-day upkeep of camp facility. Execute trash pickup each day after cabin cleanup. Assist kitchen staff in organizing the pantry 2x/week. Maintain loading dock area and do recycling runs as necessary. Maintain maintenance vehicle and maintenance shed. Support activity staff as necessary. Execute general repairs, including but not limited to: cabin screens, ropes and doors; bathroom repairs; etc. Also work as a cabin counselor.

**\*NEW\* Assistant Maintenance Director**

**June 15**

Assist the Maintenance Director with all of his/her responsibilities for 2-4 hours each day. This includes trash/recycling maintenance, and the overall cleanliness and function of camp grounds and facilities. Help with pantry organization 2x/week. Also work as a cabin counselor.

**Health Officer****June 8**

Oversee health and safety of all campers and staff. First responder in case of emergency. Guide program staff to maintain a safe environment and oversee first aid. Read camper health forms before session and communicate with parents. Collect, organize and distribute camper medication. Coordinate camper health checks. Maintain meticulous records, adhering to all state and ACA standards. Maintain mini-infirmary and infirmary areas. Coordinate with camp doctor, local doctor and hospital if further care is needed. Must be licensed MD, RN, PA, NP, EMT or WFR or equivalent. Live in lodge. Must be 21+.

**Assistant Health Officers****June 15**

Second in command. Assist the health officer in all facets of overseeing health and safety on camp. Take over the health officer's responsibilities when he or she is off duty. Assist the health officer with the daily distribution of camper medication. Also work as a cabin counselor.

**Office Manager****June 15**

For two activity hours/day, work in office. Answer phones, distribute messages, maintain files, update spreadsheets, etc. Run camp errands. Responsibility for picking up and distributing the mail daily and printing and distributing emails. Also work as a cabin counselor.

**Photographer/Blogger****June 15**

Take photographs of camp activities daily and post them to the website. Posts blog updates on campminder at least 3x/week. Maintain social media accounts in the summer. Work with marketing director at the Ann Arbor Y to share camper stories and photos for communication purposes. Also work as a cabin counselor.

**Store Manager****June 8**

Manage camp store. Set up store accounts for each camper each session. Coordinate with parents to ensure setup and payment. Staff camp store each evening during free time. Work with CITs in store. Charge accounts at the end of each session. Keep inventory and work with camp director to place re-orders of merchandise. Maintain cleanliness and organization of the camp store. Closing camp store camper accounts each session. Place orders for store drinks and snacks. Also work as a cabin counselor.

**\*NEW\* Assistant Store Manager****June 15**

Assist the Store Manager in running the camp store. Take point when the Store Manager is off-camp. Help maintain inventory, place orders, and work alongside CITs during store hours. Maintain cleanliness and organization of the camp store. Assist in closing camp store camper accounts each session. Work as a cabin counselor.

**Activity Specialists**

\*New this year: Activity Area Specialists will be required to come up two days before staff week to open their activity areas and plan their curriculum. There may be additional sessions open to Specialists in the spring for additional curriculum planning opportunities.

**Waterskiing Instructor\*****June 13**

Create waterskiing schedule for week. Announce water-skiers at assembly. Plan and instruct daily waterskiing lessons, ensuring highest levels of safety. Work with waterfront director to fuel and maintain speedboat(s). Also work as a cabin counselor. US Waterskiing certification or equivalent documented experience required. Must be certified YMCA lifeguard and have a boater safety certification.

**Sailing Instructor\*****June 13**

Create progressive sailing curriculum for first and second hour classes and afternoon sailing concentration. Instruct daily sailing lessons, ensuring highest levels of safety. Work with waterfront director to maintain sailboats. Also work as a cabin counselor. US Sailing Level 1

certification or equivalent experience required. Must be certified YMCA lifeguard and have a boater safety certification for operating whalers.

**Swimming Instructor\***

**June 13**

Create swimming curriculum each session, including instructional and recreational classes. Instruct daily swimming lessons, ensuring highest levels of safety. Work with waterfront director to maintain swimming and lifeguard equipment. Also work as a cabin counselor. YMCA swim instructor training or equivalent experience required. Must be certified YMCA lifeguard.

**Canoeing Instructor\***

**June 13**

Create canoeing curriculum each session, including instructional and recreational classes. Instruct daily canoeing lessons, ensuring highest levels of safety. Work with waterfront director to maintain canoes and supplies. Also work as a cabin counselor. American Canoe Association Level 1 or equivalent experience required. Must be certified YMCA lifeguard.

**Landsports Instructor**

**June 13**

Create landsports curriculum each session. Instruct daily landsports classes. Maintain landsports areas (basketball courts, volleyball court, gaga pit, etc.) supplies and equipment and maintain organization of landsports shed. Coordinate with other camps to host sports competition days during two week sessions. Also work as a cabin counselor.

**Nature (“FUNK”) Educator**

**June 13**

Create nature curriculum each session. Instruct daily nature classes. Maintain FUNK supplies and the FUNK house. Get in the mud pit! Also work as a cabin counselor. Lifeguard certification recommended.

**Riflery Instructor**

**June 13**

Create riflery curriculum each session. Instruct daily riflery classes, ensuring highest levels of safety. Also work as a cabin counselor. Maintain riflery shed, range and equipment. NRA Range Officer or equivalent experience required.

**Archery Instructor**

**June 13**

Create archery curriculum each session. Instruct daily archery classes, ensuring highest levels of safety. Maintain archery shed, range and equipment. Also work as a cabin counselor. US Archery Level 1 training or equivalent experience required.

**Climbing Wall Manager**

**June 13**

Create climbing wall schedule for the week. Announce daily schedule at assembly. In two-week sessions, plan curriculum for climbing wall concentration. Properly set up and take down climbing equipment each day. Maintain climbing wall, zip line, shed and equipment. Maintain ropes logs. Also work as a cabin counselor. Climbing Instructor certification required; secondary first aid preferred.

**Arts and Crafts Instructor**

**June 13**

Create arts and crafts curriculum each session. Instruct daily arts and crafts classes. Maintain A&C building, porch, equipment and supplies. Also work as a cabin counselor.

**Woodshop Instructor**

**June 13**

Create woodshop curriculum each session. Instruct daily woodshop classes, ensuring highest levels of safety. Maintain woodshop, including equipment and lean-to. Work with local companies to secure scrap wood donations. Also work as a cabin counselor. Secondary first aid preferred.

**Media Instructor**

**June 13**

Create library and newspaper curriculum each session. Work with campers to publish the AGQ newspaper each session. Maintain the Library building, porch, equipment and supplies. Also work as a cabin counselor.

**South Star Instructor****June 13**

Facilitate boys' discussion group curriculum each session. Maintain supplies for activity area. Also work as a cabin counselor.

**North Star Instructor****June 13**

Facilitate girls' discussion group curriculum each session. Maintain supplies for activity area. Also work as a cabin counselor.

**\*NEW\* Cards & Games Instructor****June 13**

Create Cards & Games curriculum each session. Work to create a variety of themes and programs for the four camper activity hours. Maintain supplies for activity area. Also work as cabin counselor.

**Drama Instructor****June 13**

Create drama curriculum each session. Work with campers to produce acts for the talent show. Maintain the drama clothes, stage and sound equipment. Also work as a cabin counselor.

**Barn Hand****June 13**

Work with barn director and assistant director to teach horseback riding lessons during each of the activity hours, maintaining highest levels of safety. Support in the feeding, care and preparation of horses and the barn facility. Also work as a cabin counselor.

## Cabin Counselor/General Staff

**Senior Counselors****June 15**

Ages 18+. Work with 1-2 co-counselors to lead a group of 8-12 campers. Ensure the safety and well-being of campers at camp. Work to develop cabin unity, team building and friendships among the campers. Help campers work together and grow throughout their time at camp. Ensure their basic needs are met and they are accounted for at all times. Work in activity areas in the daytime. Must attend staff week training.

**Junior Counselors (max. 4)****June 15**

Must have finished senior year of high school or equivalent. Typically, 17 years of age. Work with a senior counselor partner to lead a group of 8-12 campers. Ensure the safety and well-being of campers at camp. Work to develop cabin unity, team building and friendships among the campers. Help campers work together and grow throughout their time at camp. Ensure their basic needs are met and they are accounted for at all times. Work in activity areas in the daytime. May assist senior staff but may not supervise campers at night or in activity hours independently. Must attend staff week training.

**Junior Staff (max. 10)****June 22 or July 28th**

Must have finished either 11<sup>th</sup> or 12<sup>th</sup> grade and one year of the CIT program. Will be assigned to work ½ of the summer. Focus on honing skills developed in the CIT program and work toward preparation for joining full-summer staff. Work with senior counselor partner to lead a group of 8-12 campers. Ensure the safety and well-being of campers at camp. Work to develop cabin unity, team building and friendships among campers. Help campers work together and grow throughout their time at camp. Ensure their basic needs are met and they are accounted for at all times. Work in activity areas in the day. May assist senior staff but may not supervise campers at night or in activity hours independently. Must attend J-Staff training in the spring.

**Counselors-In-Training (max. 45)****volunteer****various**

Must have finished either 10<sup>th</sup> or 11<sup>th</sup> grade. Typically, have been part of the AGQ camper or LIT program in the past, but this is not a requirement. Will be assigned to work between 1-2 sessions. This is a developmental program to prepare teen leaders for working with children in a camp setting. Work with 1-2 co-counselors to lead a group of 8-12 campers. Ensure the safety

and well-being of campers. Work to develop cabin unity, team building and friendships among campers. Help campers work together and grow throughout their time at camp. Ensure their basic needs are met and they are accounted for at all times.