

# CAMP COTTAQUILLA

## Resident Camp Staff Positions



### **UNIT COUNSELORS (10) (18 is minimum age) (female)**

Responsible for the hour to hour supervision of groups of campers, the campers full care and well-being including waking them up, walking with them to meals and activities, leading songs, games, and activities, having a weekly unit cook-out, and tucking them into bed.

### **LIFEGUARDS/UNIT COUNSELORS (5) (18 is minimum age) (female)**

Must be currently certified or have the swimming ability to become a certified lifeguard; must be currently certified or willing to be certified in Small Craft Safety-Canoe; work all day in the swimming (pool) and/or boating (lake) area; safely supervise instructional and recreational swimming and boating; serve as a unit counselor (above) at night.

### **UNIT LEADERS (5) (21 is minimum age) (female)**

Leadership and supervision of peers requires maturity, supervision skills, paperwork, and scheduling responsibilities; establish, lead, and maintain a successful and safe unit and patrol for the campers; also serve as a unit counselor for the supervision, care, and well-being of the campers.

### **PROGRAM DIRECTOR/ROVER (1) (19 is minimum age, preferably 21) (female)**

Must have experience in resident camp program; make weekly plans for specific arts & crafts, nature, sports & games programs and have instructions and all materials lined up and ready to go; must order and control inventory of program materials; return unused materials; serve as a roving counselor, spending every night in different units.

### **WATERFRONT DIRECTOR (1) (21 is minimum age) (female or male)**

Must be currently certified or have the swimming ability to become a certified lifeguard and Water Safety Instructor, and be certified or willing to be certified in Small Craft Safety-Canoe; needs experience in supervising groups of children in instructional and recreational waterfront activities; leadership and supervision of peers requires maturity, supervision skills, paperwork, and scheduling responsibilities; establish, lead, and maintain a successful and safe waterfront team.

### **HEALTH AIDE (1) (21 is minimum age) (female)**

Must be currently certified or become a certified American Red Cross First Aider (including CPR); thoroughly train each new Health Supervisor in camp procedures and our record keeping; will be the designated First Aider on all out-of-camp trips; must maintain all camper-record notebooks.

**HEALTH SUPERVISOR (1) (RN, LPN, EMT, Medic, PA, NP, MD) (female)**

Manage general health and safety of campers and staff; discuss health care/medications with parents and do health check at camper check-in; dispense medication; treat minor ailments & injuries; contact parents/physicians; do daily health & safety inspections; maintain health records as instructed.

**ASSISTANT CAMP DIRECTOR (1) (21 is minimum age, preferably 25) (female or male)**

Needs skill & experience in supervision & administration; experience in resident camp programs; assist in training staff; is the primary supervisor of the majority of the camp staff; responsible for on-going training as the need arises; serve as the Camp Director in her/his absence.

**BUSINESS MANAGER (1) (21 is minimum age) (valid driver's license)**

Ability to learn camp's Excel program; assign campers to cabins, units & patrols; have ready all paperwork necessary for an efficient and effective camper check-in every Sunday; fully responsible for shopping, distribution, and collection of food for weekly unit cook-outs; manage camp trading post; assemble camper take-home packets; collect camper trading post money from parents during pick-up.

**KITCHEN SUPERVISOR (1) (25 is minimum age) (female or male)**

Must have skill and training in kitchen management; requires heavy lifting to stock food products and manage large quantity cooking; work to establish, lead, and maintain teamwork among the kitchen staff in order to plan, order, stock, cook, serve, and clean-up camper-tasty, counselor-pleasing, nutritious, large quantity and economical meals; maintain complete kitchen sanitation.

**COOKS (2) (18 is minimum age, preferably 21) (female or male)**

Requires heavy lifting to stock food products and manage large quantity cooking; work within the kitchen team to stock, cook, serve, and clean-up camper-tasty, counselor-pleasing, nutritious, large quantity and economical meals; maintain complete kitchen sanitation.

**KITCHEN AIDE (1) (15 is minimum age, preferably 18) (female or male)**

Requires heavy lifting to stock food products and manage large quantity cooking; work within the kitchen team to stock, cook, serve, and clean-up camper-tasty, counselor-pleasing, nutritious, large quantity and economical meals; maintain complete kitchen sanitation.