



## **Camp Twin Lakes Program Staff Job Description**

At Camp Twin Lakes (CTL), program staff are the direct connection to our campers. They are tasked with implementing programs to positively impact our campers and their families. Every program staff member has many responsibilities throughout the summer. Each responsibility ties directly to creating an environment and atmosphere of learning, acceptance, community and friendship-building, and independence for all campers, volunteers, and other staff. Each week, campers should leave camp with skills that will improve their life the other 51 weeks of the year.

Program Staff responsibilities include the following:

- Facilitate activities in the primary program area: Waterfront, Outdoor Adventure, Horseback, and/or Arts and Music
- Facilitate general activities: archery, biking, group games, improv, drumming, dance, nature/outdoor living skills, sports, and more
- Facilitate Large Group Activities: Spirit time, camp news, rainy day programs, color wars, and more
- Facilitate Evening Programs: Opening ceremony, Carnival, Luau, Talent Show, Dance, Unit Night, and more
- Assist with meal time preparation as needed: Setting tables, welcoming campers, serving food, helping with dietary restrictions, facilitating any meal time programs, and more
- Participate in in-service trainings throughout summer
- Work collaboratively with staff and partner camp to maintain a safe and fun environment including keeping facilities clean
- Serve as a cabin buddy for partner groups which includes eating meals with cabin group and helping in the cabin
- Assist in administrative duties as needed
- Assist with other duties as assigned

CTL seeks out highly qualified and motivated staff to fill its program leadership positions. Note that we do not hire cabin staff (each of those positions is filled by weekly volunteers hired and trained by our partner groups). Our staff live in housing separate from the campers.

The minimum qualifications for the job include:

- Being at least 18 years of age
- Being one full year out of high school
- Having a high school diploma/GED
- A successfully completed background check
- Pass a post offer, pre-employment drug screening
- Having the physical, mental and emotional capabilities to complete assigned tasks
- Be willing to work mostly in the outdoors

Please note that heavy lifting is involved in many program areas. Other skills needed include the ability to get along with others, possess physical stamina to complete a full day of camp programming, ability to accept direction and feedback, ability to place campers needs above own, maintain positive attitude, and be a part of a team.

Responsibilities may vary depending on location of camp and role at camp.