

STAFF ORIENTATION AND TRAINING DATES

Certification Weekend: May 17-20

offered trainings TBD

Director Training: May 21-24

*Unit Directors
CIT Director
Waterfront Director
Adventure Director
Activity Specialists*

Staff Orientation: May 30-June 8

Mandatory for all staff

*Please note: **ALL** staff must be certified in First Aid and CPR for the duration of the summer.
For information on obtaining certification, please see <http://www.redcross.org> to find a training near you.*

BASIC DESCRIPTION OF POSITIONS

Counselor/Activity Staff: Must be 18 years old.

As a Counselor you will live in a cabin with and be responsible for a cabin of 8 campers (between the ages of 7-15). You will supervise activities with your cabin of campers as well as other campers in your unit (group of 4 cabins). During the day, you will assist in teaching activities to campers in the morning, and planning and facilitating activities in the afternoon and evening. Applicants should have a strong desire to work with youth and an interest in camp activities and programming.

Day Camp/Activity Staff: Must be 17 years old.

Day Camp Staff will be responsible for facilitating day camp programming (including check-in/check-out and afternoon activities) as well as being involved in all-camp activities and evening programming for overnight campers. Day Camp Staff will live in units or cabins with campers and assist in teaching morning activities. Day Camp Staff will be directly responsible to the Day Camp Director.

Unit Director: Must be 20 years old.

Unit Directors will be responsible for supervising at least 4 counselors in a designated unit, as well as their campers. UDs will work directly with these counselors to manage unit activities, as well as to assist them in their counseling responsibilities. Unit Directors will have further responsibilities implementing and planning camp programming as well as supervising and assisting all staff members. Applicants should have experience as a counselor as well as leadership experience. Unit Directors will have a Director Training prior to Staff Orientation.

Activity Director: Must be 21 years old. Must have experience and/or instructor certification in one of the following specific fields: **archery, canoeing, swimming, high ropes, rock climbing, horseback.**

Activity Directors will be required to train and supervise all staff responsible for teaching activities in their field. Activity Specialists will also be responsible for their program area and equipment, responding to any maintenance needs, and developing lessons plans for their activity.

Activity Specialist: Must be 18 years old. Must have experience and/or instructor certification in one of the following specific fields: **archery, canoeing, swimming, high ropes, rock climbing, horseback.**

Activity Specialists will be required to train and supervise all staff responsible for teaching activities in their field. Activity Specialists will also be responsible for their program area and equipment, responding to any maintenance needs, and developing lessons plans for their activity.

Counselor-in-Training Director: Must be 21 years old.

The Counselor-in-Training (CIT) Director will be responsible for planning, organizing, and implementing two 4-week long CIT programs for campers in rising grades 11-12. The CIT program will involve training and teaching campers through formal sessions, planning and implementing out-of-camp trips, and organizing a CIT schedule

separate from the regular camp schedule. The CIT Director will also be responsible for assisting Unit Directors in coordinating with and supervising all staff and camp programs. The CIT Director will need to attend a Director Training prior to Staff Orientation. Applicants should have experience as a counselor and an interest in training youth for a leadership role.

Counselor-in-Training Staff: Must be 19 years old.

Counselor-in-Training Staff will be responsible for working and living with counselor-in-training participants. They will be responsible to the CIT Director and will have a separate schedule from cabin staff. They will not be directly responsible for CIT programming, but will be responsible for supervision and assisting the CIT Director in implementing the CIT schedule. Applicants should have experience as a counselor and an interest in working with youth leadership.

Waterfront Director: Must be at least 21 years old and hold Lifeguard certification for both pool and lakefront.

*We are seeking individuals with **Red Cross Water Safety Instructor Certification.***

The Waterfront Director will be responsible for training and supervising all lifeguards as well as all staff working at the waterfront (including the pool as well as the lake). The Waterfront Director will be responsible for managing all aspects of the waterfront including safety, equipment maintenance, and programming. The Waterfront Director will need to attend the Director Training prior to Staff Training. Applicants should have lifeguarding experience, as well as experience supervising others, and should be comfortable training, working with and supervising staff.

Waterfront Staff: Must be 18 years old and hold Lifeguard certification for both pool and lakefront.

*We are seeking individuals with **Red Cross Water Safety Instructor Certification.***

Waterfront Staff will work primarily at the pool and will be responsible for teaching swimming lessons to campers age 5-17. Waterfront Staff will be directly responsible to the Waterfront Director.

Canoeing Staff: Must be 18 years old and hold Canoeing Instructor Training (preferably from the American Canoe Association). Canoeing Staff will be responsible for teaching flatwater canoeing lessons to campers age 5-17. Canoeing Staff will be directly responsible to the Waterfront Director.

Horseback Staff: Must be 18 years old.

Horseback staff will be responsible for teaching the basics of English and Western Riding, working with the Horseback Riding Director as well as other Horseback Staff.

Adventure Director: Must be 21 years old.

*We are seeking individuals with **Red Cross Wilderness First Responder or Wilderness First Aid Certification.***

The Adventure Director must have advanced skills in outdoor living as well as experience leading backpacking trips and/or challenge course facilitation/rock climbing. Experience working with youth in an outdoor setting is also highly desirable. The Adventure Director will be responsible for planning, supervising, and implementing adventure programs (which include backpacking as well as climbing). The Adventure Director would be further responsible for supervising, training and working with Adventure Staff, maintaining the safety of all participants, organizing equipment, food, and all supplies.

Adventure Staff: Must be 18 years old.

*We are seeking individuals with **Red Cross Wilderness First Responder or Wilderness First Aid Certification.***

Adventure Staff will be responsible for planning, implementing and facilitating adventure programs (which include backpacking as well as climbing). Adventure Staff will need to attend the Certification Weekend prior to Staff Orientation.