

Program Logistics

JOB DESCRIPTION



Title: Program Logistics

Reports to: Program Coordinator & Summer Program Lead

Status: Summer 2021, Seasonal

Prior to applying to Camp Korey Seasonal Summer Staff please be ready to commit to:

1. To provide the safest camp environment possible, 2021 Camp Korey Seasonal Staff will be required to quarantine and create a “Staff Bubble” for the entirety of their summer contract. Safe and socially distanced activities and events will be planned for seasonal staff during the weekends, which will adhere to this commitment. We know that this is a big ask, but Camp Korey is committing to doing whatever we can to provide the safest camp environment we possibly can for campers, families, staff, and volunteers.
2. Frequent health screenings and commitment to all safety protocols while on Camp Korey property. Masks are a requirement.

Position Summary:

Program Logistics staff are the behind-the-scenes superheroes every camp program needs! Program Logistics staff will be a “jack of all trades” with a willingness to support, set up, tear down, clean, and adapt program areas as needed to ensure safe programming for campers and families.

Examples of program areas include: Arts and Crafts, Archery, Kitchen, Pool, Fishing & Boating, Open Choice, Early Bird, and more. Programs Logistics staff will support all out-come based activities at Camp Korey and play a vital role in the overall success of the program.

REQUIREMENTS- General

- 19 years old or completion of one year of college
- Ensure all camp programs support the mission, vision and values of Camp Korey
- Have the physical and mental capability of caring for Camp Korey’s unique demographic of campers
- Commit to the entire length of the summer June 10-Aug 14, 2021
- Commitment to adhere to the “staff bubble” model throughout the entirety of their contract
- Position requires a willingness to work within a flexible work schedule and staff are expected to be punctual in following the schedule
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Strong collaboration, communication, and team building skills
- Be fully aware of all safety and emergency procedures, and execute procedures when required
- Attend and participate in all trainings, meetings, and planning sessions
- Integrate and support volunteers at camp and provide them with training and support as needed
- Maintain camper and colleague confidentiality at all times
- Must have physical ability and stamina to set up, tear down, move equipment, lead camp events and walk long distances over uneven terrain
- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Current CPR/AED certification required or willingness to get certified

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Camp Korey provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

RESPONSIBILITIES- Specific

1. Ensure all activities are in line with the Camp Korey philosophy of intentional programming which includes designing fun and developmentally appropriate activities that are adaptable, inclusive, and medically safe for campers and families.
2. Support all operational needs relevant to our population, their needs, abilities, and age.
3. Support Camp Korey activities to ensure they are strengths-based and universally accessible. Activities should seek to increase connection, autonomy, resilience, and a positive self-image for each camper who participates.
4. Be responsible for the modeling and enforcement of all CDC and State guidelines for campers and staff.
5. Work closely and collaborate with staff to ensure that events and activities are set up properly, program needs are clearly communicated, and activity staff have adequate time for set up and tear down of each program area.
6. Instruct staff in and maintain the cleanliness and safety of camp, including the dining hall, activity spaces, cabins, and storage areas.
7. Complete training in operating various camper activities and assist staff with facilitating activities when needed, including creative arts, teambuilding, special events, and nature-based programming.
8. Oversee inventory of activity supplies and notify the Program Coordinator or Camp Director when supplies need to be ordered.
9. Conduct regular inspections of camp equipment and immediately inform the Program Coordinator or Camp Director of any issues or repairs needed.
10. Assist housekeeping staff with cleaning and organizing cabins and activity spaces around camp property. Assist with camper laundry when needed, such as after messy activities and swimming.
11. Work with the Volunteer Coordinator to ensure volunteers receive all needed materials for their welcome to camp, orientation, and for the duration of their stay at camp.
12. Assist kitchen staff with set up of the dining hall and clean up after meals as needed
13. Collaborate with activity counselors, family pals, and the medical team to ensure campers have their personal needs taken care of including: hydration, sunscreen, insect repellent, toiletries, extra clothing, etc.
14. Responsible for knowing and adhering to the policies and procedures contained within the camp manual.
15. Provide, where applicable, substitute activities for days when weather is inclement.
16. Support parents/caregivers and provide opportunities for respite, growth, and support as needed.
17. Buy into and support themes, programs, special guests, general silliness, and other camp related activities.
18. Actively participate self-assessments, surveys, and evaluations throughout the summer
19. A willingness to adopt a growth mindset and work in an ever changing "migrating normal".
20. Possess the strength and stamina to work in an active environment for the duration of the summer season with limited time off and breaks.
21. Perform any other duties deemed necessary.

Applications Applicants are asked to complete an online application.

The application may be accessed through our website at www.CampKorey.org

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