



# Program Logistics

## JOB DESCRIPTION



**Title: Program Logistics**

**Reports to: Program Coordinator & Activity Lead**

**Status: Summer 2022, Seasonal**

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

1. Providing the safest camp environment possible. 2022 Camp Korey Seasonal Staff will be required to practice intentional COVID safety and consciousness for the entirety of their summer contract. All staff will be required to be vaccinated, tested weekly, and practice safe masking and hygiene protocols. Camp Korey is committing to doing whatever we can to provide the safest possible camp environment for campers, families, staff, and volunteers.
2. Frequent health screenings and commitment to all safety protocols for the duration of the summer. 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. Program Logistics may be asked to help with meal service, parent programming, family time activities, or to be an extra set of eyes for ratio and numbers.

### **REQUIREMENTS for Employment- General**

- 19 years old or one year post high school experience
- Proven experience in facilitating activities with youth
- 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 8-Aug 13, 2022
- Commitment to punctuality and a willingness to work within a flexible environment and work schedule
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Must practice strong, positive collaboration, communication, and team building skills
- Attend and participate in all trainings, meetings, and planning sessions as directed
- 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 reside on-site and practice COVID safety for the duration of the summer
- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines including COVID
- Current CPR/AED certification or willingness to get certified

### **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 physically, medically, and emotionally safe for campers and families.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

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 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 in 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.

### **Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand for long hours, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, twist and bend; lift, carry, move, push and pull up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral

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vision, depth perception and the ability to adjust focus. The employee must have the ability and stamina to walk long distances, over uneven terrain, and in various weather conditions.

Camp Korey is doing its part to slow the spread of COVID-19 and remains committed to the health and safety of our employees. Employees reporting to work on-site need to follow safety precautions and procedures as required by the county. We will continue to seek guidance from local public health agencies and will proceed accordingly with any necessary changes with regard to “workplace location” expectations.

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, ethnic or national origin, genetic information, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, age, military or veteran status, leave status, or the presence of any mental, sensory or physical disability, or any other status or characteristic protected by local, state, or federal law. In addition, Camp Korey will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. These policies govern all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. Camp Korey is dedicated to building an inclusive, informed organization with opportunities for all. We value a diverse workforce. Any and all qualified applicants are encouraged to apply.

For individuals with disabilities who would like to request reasonable accommodations, please contact us at 360-416-4110 Monday through Thursday 9 a.m. to 6 p.m., Pacific Time.

Applicants are asked to complete an online application.

The application may be accessed through our website at [www.CampKorey.org](http://www.CampKorey.org)

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