

# Camp Kawartha Structure

## ***Team Work***

At Camp Kawartha every staff member is committed to creating the best summer possible for each and every camper. By working closely with each other towards this common goal, we create a sense of community and fellowship that makes camp a wonderful place to be. We are only as successful as the level of commitment and heart each one of us brings to our position at camp. Together, we have the possibility of creating something wonderful!

It must be remembered that every person's efforts are important and every contribution is significant; from the cooks to counsellors, from maintenance to administrative staff. Never has this been more important as we plan for this summer. Below, is an overall diagram of the structure of Camp Kawartha. At the very centre of all of our efforts are the campers who have selected Camp Kawartha as the place to be this summer.

## **Roles & Responsibilities**

### ***Assistant Director***

Responsible to: Summer Director

Primary Responsibilities:

- With the Summer Camp Director, implements all Policies and Procedures involved in the day-to-day operations of camp
- Consults and schedules meetings with counselling staff on the well-being of each camper (including 'opening night' visits)
- Assists counselling staff with camper issues beyond counsellor's control, and works out solutions
- Consults with the Summer Camp Director on camper issues and decisions that require parental involvement, and on consequences involving camp policy
- Documents camper issues and follows through with resolutions
- In consultation with the Summer Camp Director, provides direction and supervision to counselling staff. Guides staff in safe, professional, and creative fulfilment of their duties.
- Schedules regular meetings with Summer Camp Director and Head Counselors.
- Works with the Summer Camp Director to implements all safety procedures. Monitors safety at Camp and within the staff. Recommends changes to policies to better serve the needs of the camp.
- Supports the Summer Camp Director in ensuring infrastructure and equipment are in good repair
- Along with Waterfront Director, monitors search procedures at Camp and recommends changes
- Fosters a positive and nurturing camp environment for staff and campers
- Coordinates formal staff evaluations twice during the summer and provides feedback to Summer Camp Director on Senior Staff evaluations.
- Act as a liaison between front office and the summer camp office
- Act as Land Designate

### ***Managing Director***

Responsible to: Summer Director

Primary Responsibilities:

- With the Summer Camp and Assistant Director, implements all Policies and Procedures involved in the day-to-day operations of camp
- Oversees and implements all schedules for staff and campers related to daily programming including exposure period, days-off, shower, cleaning, GBRS and Nigh Hawk.

- In consultation with the Summer Director is responsible for all summer camp office operations. Ensures the camp office and daily scheduling is running smoothly. Anticipates and deals proactively with problems
- With the Summer Camp and Assistant Director , responsible for creating and implementing pre-camp schedule
- Organizes camp schedules and camper placements with Assistant Director
- Ensures all reports by Senior Summer Camp Staff are complete and accessible, both electronically and on paper.

### ***Head Counsellors***

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- Facilitating and assisting campers adjust to camp life, rules and expectations.
- Facilitating and assisting counsellors adjusting to cabin responsibilities.
- Play a supervisory role with all regular camper cabins and counsellors.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Play a liaising role in supporting the PLC Program
- Doing rounds each rest hour and check-in to their cabins of responsibility. Enforcing Rest Hour.
- Meeting with counsellors several times a session to discuss camper concerns
- Assisting counsellors and being the staff to report to with minor camper concerns
- Initiating and assisting counselors with phone calls to parents with minor camper concerns
- Assisting counsellors with end-of-session evaluations
- Developing new programming opportunities for regular camp in conjunction with program director
- Supports staff evaluations both formal and informal throughout the summer.
- Assisting with counsellor replacement and sleeping arrangements due to days off

### ***Counsellor Skills Development (CSD) Director***

Responsible to: Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs, supervises, and delivers the CSD leadership program.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive and challenging camp atmosphere for CSD campers
- Ensures the smooth implementation of Bronze certification and First Aid courses including coordinating with the Waterfront Director, booking examiner and sending test sheets to the Lifesaving Society.
- Evaluates CSD campers through informal and formal reports
- Communicates with other Leadership Directors to deliver a unified program
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities

### ***Day Camp Director***

Responsible to: Summer Director

Responsibilities

- Designs and delivers imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers
- Coordinates with Senior Staff to arrange possible activities with regular camp staff or campers

### ***Environmental Director***

Responsible to: Summer Director

Responsibilities

- Coordinates the delivery of engaging/inspiring environmental programs throughout summer camp that is consistent with our environmental framework for:
  - Day Camp
  - Overnight Camp
  - Tripping Programs
  - Leadership Programs
- Integrates elements of stewardship, where feasible, into every aspect of the camp: theme days, evening programs, interest choice sessions, campfires.
- Mentors staff in environmentalism, stewardship and sustainability whenever and wherever possible.
- Highlights the sustainable features at Camp Kawartha. Create more opportunities for sustainable education.
- Oversees nature programming through Eco-Skills period
- Oversees nature programming during "Nature Camp" – session N

### ***Kinder Camp Director***

Responsible to: Summer Director

Responsibilities

- Designs and delivers imaginative and age-appropriate day-to-day programming for the Kinder Day Camp / Twilights Day Camp / Stars Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Kinder Camp/ Twilights Day Camp / Stars Day Camp
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers
- Coordinates with Senior Staff to arrange possible activities with regular camp staff or campers

### ***Land Activity Director***

Responsible to: Summer Director

Responsibilities

- Designs, supervises and delivers the day-to-day operation of Ropes and Initiatives program
- Oversees land-based programming in the areas of Archery and Landsports
- Ensures that all safety protocols for challenge activities as outlined in this manual are followed and adhered to

- Monitors and maintains all ropes activity areas, equipment and inventory
- Designs and supervises staff in team building program for senior cabins
- Assists or delegates challenge opportunities during interest choices
- Monitors selected staff members to operate challenge equipment safely and within Camp Kawartha guidelines
- Leads and oversees the Challenge & Adventure Program

### ***Leadership Director***

Responsible to: Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers a program to train selected campers to become counsellors
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive and challenging camp atmosphere for Leadership campers
- Coordinates with other Leadership Directors to deliver a unified program
- Evaluates LIT campers through informal and formal reports
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities

### ***Pre-Leadership (PLC) Director***

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- In consultation with the Summer Camp Director, designs and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Oversee the 1-week activity choice program with the Intermediate and Managing Directors
- Updates Assistant Director and Head Counsellor with camper concerns on a regular basis
- Communicates with Senior Staff to coordinate activities involving leadership activities and programming
- Evaluates PLC counsellors at the end of each session in consultation with Senior Staff

### ***Program Director***

Responsible to: Assistant & Summer Director

Primary Responsibilities:

- Creates a comfortable, respectful and fun camp experience for campers and staff
- Provides leadership and guidance to Programming staff to insure the smooth operations of all Summer Camp programs
- In consultation with the Summer Camp Director, provides direction and supervision to counselling staff. Guides staff in safe, professional, and creative fulfillment of their camp duties
- Oversees land-based programming in the areas of A&C, Media, Dance & Guitar
- Oversees the delivery of programs including Evening Programs, Theme-Days, and Interest Choices
- Keep records of all programs and lesson plans for later reference. Provides camp with records of awards and levels. Insures records are stored appropriately.

### ***Tripping Director***

Responsible to: Summer Director

Primary Responsibilities:

- Ensures the safety of all campers and staff involved in tripping activities
- Makes sure all safety protocols (including safe food handling, safe water treatment) for all trips as outlined in this manual are followed and adhered to
- Ensures the safety of all campers and staff using tripping equipment
- Makes sure all tripping equipment is operational in good repair. Also makes sure that tripping equipment is tracked, maintained and stored properly
- Ensures all trips are running smoothly and safely with all necessary equipment, food and preparations. Makes sure emergency plans are in place for all trips. Sets up regular “check-in” procedures for all major trips.
- Ensures trip staff understand and follow trip policies and protocols by leading training in pre-camp and throughout the summer.
- Leads and teaches trip staff to screen campers prior to a trip for the purpose of anticipating abilities.
- Lead debriefs for returning trips
- Provides Summer Director with a trip and driving schedule for the summer
- Leads trips when necessary

### ***Waterfront Activity Director***

Responsible to: Summer Director & Waterfront Director

Primary Responsibilities:

- Designs, supervises and delivers the Day-to-Day programs for all water activities (Sailing, Windsurfing, Kayaking, and Canoeing.)
- Coordinates with the Waterfront Director in all safety issues on the waterfront
- Ensures the safety of all campers and staff involved in water activities
- Ensures that all safety protocols for water activities as outlined in this manual are followed and adhered to
- In consultation with the Waterfront Director, monitors and maintains all water activity areas, equipment and inventory
- Designs and delivers lesson plans for all water activities

### ***Waterfront Director***

Responsible to: Summer Director

Primary Responsibilities:

- Organizes the scheduling and training of all guarding staff
- Ensures the safe and smooth operations of all waterfront activities
- Liaisons with the CSD Directors to ensure the smooth implementation of Bronze certification courses.
- Implements all waterfront policies and procedures
- Ensures the smooth operation of emergency waterfront searches
- Monitors all first-aid kits and makes sure the kits are complete and useable
- In consultation with the Water Activity Director, oversees the day-to-day programming for all water activities (Swimming, Sailing, Windsurfing, Kayaking, and Canoeing.) and all water-based inventories.
- Acts as Water Designate

### ***Wilderness Director***

Responsible to: Summer Director

Responsibilities

- In consultation with the Summer Camp Director, designs and delivers a program to train selected campers to become counsellors (WCSD & WLIT).
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive and challenging camp atmosphere for WCSD & WLIT campers
- Communicates with other Leadership Directors to deliver a unified program
- Evaluates WCSD and WLIT campers through informal and formal reports
- Communicates with Program Director to coordinate activities of counselling staff when helping with leadership activities
- Works with Leadership and Tripping programs to coordinate and lead trips and to create a supportive and challenging wilderness experience

### ***Senior Tripper***

Responsible to: Tripping & Summer Director

Responsibilities:

- Assists the Trip Director in running a safe and coordinated tripping program
- Assist Trip Director in enforcing tripping policies and safety protocols for campers
- Makes sure all tripping equipment and trip kitchen is operational in good repair. Also makes sure that tripping equipment is tracked, maintained and stored properly
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Conducts camper screening prior to trip to assess skills, ability and history
- Creates a comfortable, respectful and fun tripping experience
- Ensures packing, storing and timely ordering of food and supplies for trips
- Assists tripping program in care, inventory and maintenance of all tripping equipment and materials

### ***Tripper***

Responsible to: Tripping & Summer Director

Responsibilities:

- Ensures the safety of campers on trip and on site (includes safe food handling, water treatment, safe campsites, exercises judgment about safe canoeing conditions)
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Conducts camper screening prior to trip to assess skills, ability and history
- Creates a comfortable, respectful and fun tripping experience
- Ensures packing, storing and timely ordering of food and supplies for trips
- Assists tripping program in care, inventory and maintenance of all tripping equipment and materials

### ***Assistant CSD Director***

Responsible to: CSD Directors and Summer Director

Responsibilities

- Assists delivery of CSD program.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- With the CSD Directors, implement all Policies and Procedures involved in the day-to-day operations of their program
- With the CSD Directors, creates a supportive, creative, and respectful community for campers
- With the CSD Directors, evaluates campers through informal and formal reports.

### ***Assistant Day Camp Director***

Responsible to: Day Camp Director & Summer Director

Responsibilities

- Helps designs and deliver imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers
- Leads Day Camp in the absence of the Day Camp Director

### ***Assistant Program Director***

Responsible to: Program Director & Summer Camp Director

Primary Responsibilities:

- In partnership with the Program Director, creates a comfortable, respectful and fun camp experience for campers and staff.
- In partnership with the Program Director, oversees and provides creative programming for campers and ensure the smooth operations of Summer Camp programs.
- In partnership with the Program Director, provides direction and supervision to counselling staff in leading programming
- Oversees the delivery of programs including Evening Programs, Theme-Days, Interest Choices, Clubs and Land-based activities.

### ***Assistant Wilderness Director***

Responsible to: Wilderness Director and Summer Director

Responsibilities

- Assists delivery of WCSD and WLIT programs.
- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- With the Wilderness Director, implement all Policies and Procedures involved in the day-to-day operations of their program
- With the Wilderness Director, creates a supportive, creative, and respectful community for campers
- With the Wilderness Director, evaluates campers through informal and formal reports.

### ***A&C Specialist***

Responsible to: Land Activity & Summer Director

Responsibilities

- Designs, supervises and delivers the Day-to-Day programs for the Arts & Crafts to produce a rewarding and fun program and designs and delivers lesson plans for all A&C activities
- Trains selected staff members to run and maintain Arts & Crafts
- Ensures the safety of all campers and staff within their areas and use of equipment
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment and order supplies.
- In coordination with Activity and Program Directors, incorporates activities and themes into day to day operation and programming

### ***Counselling Specialist***

Responsible to: Senior Staff, Assistant & Summer Director

Primary Responsibilities:

- In consultation with the Senior Staff, takes on various roles from session to session from a specialized counselor to an activity, programming or leadership specialist, to a 4th on a senior canoe trip.
- Must be a flexible and positive role model in playing a number of different roles.
- Ensures safety of campers and a supportive and challenging camp atmosphere
- Creates a supportive, creative, and respectful community for campers within cabins, groups and activities.
- Communicates with Senior Staff to help coordinate their activities and roles throughout the summer.

### ***Day Camp Specialist***

Responsible to: Day Camp Director & Summer Director

Responsibilities

- Supports the Day Camp program design and deliver imaginative and age-appropriate day-to-day programming for the Day Camp
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Ensures safety and supervision of the day campers
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers

### ***Drama and Dance Specialist***

Responsible to: Assistant & Summer Director

Responsibilities

- Designs, supervises and delivers the Dance and Drama program
- Monitors and maintains all equipment, supplies, inventory and cleanliness
- Designs and delivers lesson plans for all Drama and Dance activities
- Trains selected staff members to run Drama and Dance activities
- Initiatives Dance and Drama special events.
- Leads and supports camp programming relating to Dance and Drama



### ***Environmental Specialist***

Responsible to: Environmental Director & Summer Director

Responsibilities

- Delivers of engaging/inspiring environmental programs throughout summer camp that is consistent with our environmental framework
- Plans and delivers the eco-skills program for overnight campers and nature-based programming for day campers.
- Uses experiential and interactive strategies to promote awareness and appreciation for Camp Kawartha's habitats and communities.
- Promotes gardening, recycling, and energy conservation at camp.
- Develops sustainable living programs focusing on helping campers to reduce carbon footprint.
- Acts as a resource for campers and staff interested in nature and environmental programming.

### ***Kinder Camp Specialist***

Responsible to: Day Camp Director & Summer Director

Responsibilities

- Supports the Kinder Day Camp / Twilights Day Camp / Stars Day Camp programs and design and deliver imaginative and age-appropriate day-to-day programming for those Day Camp programs
- Incorporates age-appropriate based activities and themes in the day to day operations of the Kinder Day Camp / Twilights Day Camp / Stars Day Camps
- Ensures safety and supervision of the campers
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers

### ***Media Specialist***

Responsible to: Assistant & Program Director

Responsibilities

- Runs 1-week activity programs for PLC campers in radio, photography and video
- Ensures the safety of all campers and staff within their areas and use of equipment
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- Takes photos for 1st day (nurse checks), and throughout sessions for slide show and promotion purposes
- Gets involved in media role including the camp radio, identifying "no photo release," campers, innovations with camper certificates and organizing Session Camp-wide photos
- Takes initiative in developing a media presence on camp.

### ***Nurse's Assistant***

Responsible to: Health Care Coordinator

Primary Responsibilities:

- Working collaboratively with the Registered Nurse on site, Summer Camp Director, senior staff and counsellors
- Assisting registered nurses with initial assessment of campers, medication storage and administration, assessment and treatment of ill or injured campers and staff.
- Assisting with the organization of registration days in regards to health care. Driving and / or going with campers and / or staff to doctor's office or emergency department.
- Assisting office staff with organization of health files pre and post camp sessions.
- Assisting with the development of health care programs.

### ***PLC Specialist***

Responsible to: Assistant Director and PLC Director

Responsibilities

- In coordination with the PLC Directors, helps design and delivers a rewarding and fun program that helps prepare campers for future CK leadership programs
- Ensures safety of their campers and a supportive and challenging camp atmosphere
- Monitors campers' health and manages camper hygiene
- Creates a supportive, creative, and respectful community for campers within cabin and group.
- With the PLC Director, evaluates campers through formal reports and gives informal feedback to campers.
- Lives in PLC camper cabins as a counsellor for both PLC Sessions
- Play a leading role in the PLC-E / Challenge & Adventure program

### ***Resource Counselor***

Responsible to: Summer Director

Primary Responsibilities:

- Consults with Senior Staff in the coordination of campers needing accommodations.
- Consults with parents prior to arrival - take notes and share needs
- Available during arrival either walking around or being with specific cabin at the picnic tables.
- Works and consults with cabin counselors with their special needs campers
- Monitors campers during high needs times of the day and at your discretion.
- Works directly with the camper and help mentor the staff within the cabin.
- Identifies any campers that require extra support that have not been identified prior to the session and support counselors with these campers.
- Offers support in other programming areas as needed.

### ***Ropes Specialist***

Responsible to: Land Activity & Summer Director

Responsibilities

- In coordination with the Land Activity Director, designs, supervises and delivers the day-to-day operation of Ropes and Initiatives program
- Ensures that all safety protocols for challenge activities as outlined in this manual are followed and adhered to
- Monitors and maintains all ropes activity areas, equipment and inventory
- Designs and supervises staff in team building program for leadership programs.
- Assists or delegates challenge opportunities during interest choices
- Monitors selected staff members to operate challenge equipment safely and within Camp Kawartha guidelines
- Makes sure that all equipment is in good repair, maintained and stored properly. Keeps regular inventory and makes requests to update equipment.
- In coordination with Land Activity and Program Directors, incorporates activities and themes into day to day operation and programming

### ***Sails Specialist***

Responsible to: Summer Director & Waterfront Director, Water Activity Director

Primary Responsibilities:

- Designs, supervises and delivers the Day-to-Day programs for sailing program
- Coordinates with the Waterfront Director in all safety issues on the waterfront
- Ensures the safety of all campers and staff involved in water activities
- Ensures that all safety protocols for water activities as outlined in this manual are followed and adhered to
- In consultation with the Waterfront Director, monitors and maintains all water activity areas, equipment and inventory
- Designs and delivers lesson plans for all sailing activities
- Assigned to sailing during GBRS for campers

### ***Counsellors***

Responsible to: Assistant Director, Head Counsellors, and Program Director

Roles:

- Counsellors have four roles throughout the summer:
  - Assigned as a Primary Cabin Counsellor
  - \*Assigned as an Assistant Counsellor when not living in a camper cabin
  - Assigned to run exposure periods, lessons, and interest choices
  - Assigned to run evening program and theme days.

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a comfortable, respectful and fun cabin community
- Creates and delivers imaginative and appropriate programs
- Advances campers in their lessons
- Provides senior staff with timely and appropriate evaluations of campers

\*The Assistant Counsellor refers to a counsellor that has not been assigned to a camper cabin during a particular session. Their duties include:

- Welcoming the campers on their assigned picnic table if they don't have other duties.
- Be with their cabin that first afternoon when they are not assigned to other duties
- Be introduced with their cabin during flagpole
- Sit and eat with cabin on the first night, and perform as a part of their cabin during campfire
- Be available for check-in on first night, last night, and a couple of times during session to relieve primary cabin counsellor.
- Sit with their cabin during meals as needed (in place of the regular counsellor)
- Stay with their cabin at rest hour as needed
- Become the primary counsellor during the counsellor's time off, and sleep in cabin on day-off.
- Assist with camper evaluations as needed.

### ***Day Camp Counsellors***

Responsible to: Day Camp Director & Summer Director

Responsibilities

- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a comfortable, respectful and fun day camp community
- Creates and delivers imaginative and appropriate programs
- Incorporates nature based activities and themes in the day to day operations of the Day Camp
- Interacts positively with day camp parents on arrival and departure

### ***Kinder Camp Counsellors***

Responsible to: Kinder Camp Director & Summer Director

Responsibilities

- Ensures the physical and emotional safety of campers and fellow staff
- Monitors campers' health and manages camper hygiene
- Creates a comfortable, respectful and fun day camp community
- Creates and delivers imaginative and appropriate programs
- Incorporates nature based activities and themes in the day to day operations of the Kinder and Twilights and Stars Day Camps
- Interacts positively with day camp parents on arrival and departure

### ***Land & Water Activity Heads***

Responsible to: Assistant Director, Land Activity Director & Water Activity Specialist

Responsibilities

- Designs and oversees the day-to-day programming of exposure periods and morning classes in consultation with the Assistant and Land Activity Directors (Land) & Waterfront Director and Waterfront Activity Specialist (Water)
- Ensures the safety of all campers and staff involved at their activity
- Ensures that all safety protocols in this manual are followed and adhered to
- Designs and delivers lesson plans and provide instructions for staff running their activity to follow
- Monitors inventory and notifies Assistant or Land Activity Director if supplies are low (Land)
- Monitors inventory and notifies Waterfront Activity Specialist if supplies are low (Water)
- Responsible to requests involving activity areas and equipment for theme days and other outside programming.

### ***Prep Cooks***

Responsible to: Kitchen Manager, Head Cook

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Assist in preparation, coordination, and cleaning to ensure kitchen runs smoothly.
- Assist in preparing nutritious meals and snacks to campers and staff throughout the day.
- Supports the implementation of food practices relevant to the dietary restrictions and allergies within the camp population.
- Supports washing of kitchen pots and pans and maintenance of dish pits
- Supports all safety procedures in kitchen.

### ***Kitchen Liaison***

Responsible to: Kitchen Manager, Kitchen Team Leaders & Summer Director

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Working in coordination with the kitchen staff to provide summer camp staff and the campers with healthy, satisfying, enjoyable food that is easily accessible within the frame work of a typical camp day. Duties incorporates aspects of camp life and the dining hall that will ease kitchen staff workload beyond cooking and prepping.
- Responsible for the management of the dining hall/eating area including coffee station, hog bucket, liquid waste, dishware, cups, bins, cleanliness of food stations, water coolers and tables and maintenance of cleaning products and equipment necessary to maintain the space
- Ensuring dishware and cups are cleaned prior to the set-up of a meal (1 hour prior) and coordinating set-up including banquet.
- Coordinating dining hall arrangements and cabin placements (ie. Dining Hall maps, numbers, etc.).
- Keeping the kitchen staff informed and up to date with the nuances of camp.

### ***Dishwashers***

Responsible to: Kitchen Manager, Kitchen Team Leaders, & Summer Camp Director

Primary Responsibilities:

- Ensures the physical and emotional safety of campers and fellow staff
- Following a schedule based on kitchen demands and arranged by the Kitchen Manager
- Ensuring that bins are empty immediately after the meals and snacks
- Assisting with meal service by working the front of the window.
- Assisting with kitchen cleaning and supporting the team leaders and prep cooks
- Leading evening camper snack service and dishwashing

### ***Administrative Assistant***

Responsible to: Summer Camp Registrar and Summer Director

Primary Responsibilities:

- Assists with the smooth running of the front and camp offices
- Provide administrative support to the Executive Director and Administration Staff
- Responsible for answering phones, transferring calls, taking messages, and posting or delivering messages to staff.
- Responsible for collecting and sorting mail and e-mail for campers and staff.
- Assist in preparing paperwork for each session.
- Help in leading tours around camp for prospective parents and campers.