

Camp Good Days Summer Staff Job Descriptions

At Camp Good Days we look for highly motivated, positive individuals to fill our summer staff positions. Please note that as a member of the summer staff in a typical week at camp, you will NOT BE A COUNSELOR. Our staff members are responsible for planning and implementing daily activities in program areas, assisting in dining hall service and activities, attending and implementing “all-camp activities,” maintaining camp facilities and other duties assigned. Camp Good Days has a tiered level of staffing under the direct supervision of the program coordinator. The levels include:

1. **Directors:** *these are the full time staff working for Camp Good Days; positions include Camp Director (Chrissy Woods), Assistant Camp Director/Project Adventure Coordinator (Melissa Cappelluti), and Program Coordinator/Aquatics Director (Meg Bell).*
2. **Specialists/Managers:** *these leaders do not have direct supervisory responsibility and report to the program coordinator. This person will have experience and training in the area, for which they are assigned, will be responsible for maintaining their program area, leading and implementing activities in their program area daily. Will typically have additional staff training, planning and area maintenance responsibilities.*
3. **Program Leaders:** *these leaders do not need to have experience leading activities in their program area. Must be a motivated and enthusiastic individual who is eager to learn and help in all program areas. Training in program leadership and program area skills will be provided.*

**We expect that if hired as Camp Good Days Summer Staff, you will work as a part of THE TEAM!
Although some staff members will have more responsibilities than others, we are all equally responsible for ensuring that every camper has the TIME OF THEIR LIVES during their week at camp.**

Please take time to read over the following detailed descriptions of positions available. When applying please select the program area and level which you would like to work in this summer.

Pool Manager Responsible for planning and implementing all pool activities, guarding and swim lessons; supervising other lifeguards at the pool; maintaining safety standards; assisting in training of staff; and keeping pool area clean and maintained under the supervision of the Aquatics Director. Must be 19 years of age, must have experience in pool supervision and lifeguard certified.

Office/ Camp Store Manager Responsible for maintaining the camp store and office, answering phones and directing calls as needed, checking in and assisting any visitors, keeping basic record of inventory in camp store and reporting to the program coordinator; will help out in other program areas as needed; Must be 19 years of age, experience working in office setting preferred.

Waterfront/ Sports Specialist	Waterfront/sports specialist areas include swimming, canoeing, boating, paddling, sports coaching (basketball, soccer, tennis), field games. Responsible for planning and implementing waterfront/sports activities under supervision of program coordinator/aquatics director. Must have experience leading activities, Must be lifeguard certified.
Nature & Science Specialist	Responsible for planning and implementing Nature & Science activities, assisting in training of staff in his/her specialty area. Specialty activities may, but are not limited to short educational, exciting science projects, nature games and activities (i.e. nature hikes, animal identification, environmental awareness and education, astronomy, nature appreciation), and fishing. Must be willing to be lifeguard certified, training will be provided.
Arts & Crafts Specialist	Responsible for planning and implementing Arts & Crafts activities, assisting in training of staff in his/her specialty area, maintenance of program area and supplies. Also responsible for leading daily activities that are meaningful for campers, such as creating journals, creating collages. Will assist with art therapy projects under supervision of program coordinator, interest and experience in this field is preferred.
Music & Drama Specialist	Responsible for planning and implementing Music & Drama activities, assisting in training of staff in his/her specialty area, maintenance of program area and supplies. Responsible for leading daily activities that are fun (i.e. charades, talent show, play performances, music lessons etc.) and meaningful for campers (i.e. drumming circles). Must have experience in theater and/or playing musical instruments.
Woodworking Specialist	Responsible for planning and implementing all woodworking activities, keeping track of projects done by campers, supervising all projects and maintaining safety procedures while the shop is open; must have experience working with equipment at Camp Good Days. Reports to the program coordinator on inventory of kits, will help in other program areas as needed.
Media/ Computer Leader	Responsible for taking pictures during camp, maintaining the computer area and equipment, producing the camp newspaper, and uploading pictures to social media staff at Camp Good Days' office.
Program Leader (5)	Report directly to the program coordinator, responsible for helping specialist in program areas as needed. Must be willing and excited to learn about all program areas, will receive basic training in all program areas from specialist on leading and implementing projects, games and activities. Will help plan and implement "all-camp activities." (It is preferred that program leaders are, or are willing to become lifeguard certified, training will be provided)

Full-Time Lifeguards (3) Responsible for lifeguarding at the pool and waterfront during all games and activities, maintaining clean and safe swim areas at the pool and waterfront, assisting with implementation of pool games and canoe trips under supervision of pool manager and water front/sports specialist. Must be lifeguard supervised, experience working as a lifeguard required, experience working with kids preferred.

Kitchen Staff (2) Kitchen staff will help prep, cook, and expedite daily meal service, help maintain kitchen inventory and equipment, help maintain cleanliness of kitchen. Kitchen staff will report to the Camp Chef, and program coordinator, will help with implementation of “all-camp” activities.

Camp Ranger (2) is responsible to and fulfills duties as assigned by the Camp Director and Program Coordinator. The Camp Ranger is responsible for 24 hours coverage of the camp facility, ensuring all activities are being done in a manner where safety is a priority, enforcing curfews, and monitoring noise levels in cabins after lights out. S/he will act as the official “crossing guard” when activities are taking place on both sides of the road. The Camp Ranger will also assist the Camp Director and Program Coordinator in supervision of campers during on and off-site activities.