



## Camp Starfish Job Description Summer Camp Staff Team Member

Category: Seasonal Employment

Reports To: Administrator/Leadership Staff

Working at Camp Starfish as a summer staff member is active, physically challenging, emotionally challenging and complex. Regular attendance and active participation in activities alongside campers is a requirement. Daily activities may include, but are not limited to, swimming, hiking, jumping, running, sports, field games, walking distances, and other activities that require physical stamina. Daily behavior management and assessment of campers' needs and abilities, as well as regular involvement in stressful situations involving emotionally challenging topics of conversation is an expectation and a reality. A successful staff member must be able to meet all minimum requirements and general expectations, and perform all essential functions as described here. **If you have any questions about the contents of this job description, or your ability to safely meet these requirements whilst demonstrating personal resilience and taking responsibility for others, please contact us prior to completing an application.**

### Minimum Requirements

- Desire and ability to work with children outdoors, in a mission-focused, not-for-profit organization dedicated to fostering the success and growth of children with emotional, learning and behavioral problems by providing individualized attention as part of structured, nurturing and fun group program
- Good character, integrity, adaptability, flexibility, enthusiasm, sense of humor, patience & self-control
- Pass all background checks as required for seasonal employees of an organization working with vulnerable child populations
- Ability to understand, role model and follow Starfish policies and procedures, and to utilize the Starfish Tools as a background for professional development and interactions; ability to seek/accept supervision and guidance.
- Accepting of differences in religion/ethnicity/culture/race/gender/sexual orientation and/or other diversities. Willingness and ability to treat all campers and staff fairly regardless of background or preferences.
- Ability to work the entirety of the season, as stated in a letter of hire, and including staff training dates.
- One year of college/work/life experience outside of high school.

### General Expectations:

- Live with campers in a cabin, helping them to adjust to camp life and to grow in understanding of other campers and of the dynamics of group living.
- Constant 24-hour supervision of campers, including wake-up, cabin clean-up, meals, rest hour, evening activities, bed-readiness, and after-hours duty (as assigned). Supervision of individual campers with attention to all of the following: program, health, happiness, discipline, cleanliness, safety, routine duties, character and skill development. Know the location of individual campers under your responsibility at all times.
- Provide a physically and emotionally safe environment for campers and coworkers. Provide opportunities for discussion of individual or group concerns. Set campers up for success.
- Nurture each camper's development, self-esteem and therapeutic goals, including but not limited to: daily behavioral goals, social skills improvement, growth of coping skills, and appropriate peer/adult interactions.
- Be a role model in the areas of cleanliness, punctuality, sharing clean-up, sportsmanship, language, and table manners. Encourage respect for camp property/equipment, personal property of campers and staff, and facilities. Monitor camper health and hygiene daily.

- Participate fully in the total camp program, including but not limited to: teaching or assisting with activities, leading groups, managing behavior, maintaining quality in program offerings, and following the schedule.
- Participate fully in staff training, including instructional areas of behavior management, the Starfish Strategies, Tools and Keys, amongst many other things. Utilize this knowledge to provide the best possible care.
- Follow through with paperwork, including daily camper/cabin logs and incident reports as required.
- Perform other duties and tasks which may be assigned, to best ensure the success of camp.

## Essential Functions

- Due to the fast-paced schedule, sensory stimulating experience of large-group living and dining, and emotionally/physically demanding role of a staff member, all team members must have the visual, auditory, physical, cognitive and mental ability, as well as strength and endurance to:
  - communicate orally and in writing with children, peers and supervisors;
  - attend a mandatory 10-plus day orientation (“Staff Training”) program at the beginning of the summer, learn and retain new information presented in a variety of learning environments; read and understand written material presented in the Training Manual; participate in execution of role-play scenarios in a variety of locations on camp; and obtain certifications as required for individual role (CPR/First Aid, Lifeguarding, etc.).
  - participate in and provide supervision to active/outdoor activities, which may include without limitation running, throwing, standing, walking, crouching, reaching at/above/below shoulder level, gripping, grasping and moving objects weighing up to 50 pounds (coolers, canoes, office or program equipment, etc.) and similar physical agility.
  - provide constant 24-hour supervision of campers ages 5-17 for at least 8 weeks, depending on length of contract, with one 45-minute break during the day and one 45-minute break at night and one 24-hour time-off block per week; sleep subject to the understanding of and ability to be woken up during the night to assist campers as necessary.
  - work outside in the heat of summer, inclement weather and specific environmental realities (humidity, wind, bugs, lake water) for extended hours; reside in non-air-conditioned, rustic living quarters in a top bunk of a bunk-bed set, with limited privacy and infrequent, minimal access to technology (internet, cell phone, etc.).
  - eat meals at designated times, while supervising children and assisting them with selection of food, being aware of and managing special food needs including but not limited to allergies; demonstrating appropriate manners; have basic physical and cognitive ability to intervene in case of emergency (choking, etc.).
  - observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply behavior-management techniques. With provided training, support children in crisis, which may include disclosures/discussions of emotionally complex subjects (cutting, eating disorders, mental illness, trauma history, abuse/neglect, etc.).
  - identify and respond to environmental hazards at camp; respond to written emergency plans and verbally issued instructions; assist children and/or instruct others safely and effectively during potential emergencies; have a the sense of responsibility and accountability needed to follow (and hold others in compliance with) camp rules and procedures.
  - perform all essential functions listed above while demonstrating the emotional resiliency to handle extended, repeated stressful situations appropriately and be capable of “self-management” of his/her own conditions, inclusive of reasonable accommodations which can be made without altering the intent or extent of the requirements of the role.

*This list of General Expectations and Essential Functions is not intended to be all-inclusive. A staff member may also perform other functions assigned by Camp Starfish. The essential functions may be modified by Camp Starfish at any time. By responding so on your application, you agree that you have read the above description of the role of a Camp Starfish staff member and verify that you are capable of performing these functions safely.*

*Camp Starfish is an equal-opportunity employer and does not discriminate.*