Job Title: **Support Staff**
Classification: **Staff**
Main Contact: **Camp Director**

Position Purpose:

- Provide support to all camp areas
- Assist the camp director with day to day operations of camp

Essential Job Functions:

- Attend all Prep Days: June 27, June 29, June 30, July 1, July 2
- Assist with camp set up and prep work in the mornings
- Assist with Staff and Volunteer/Student Orientation/Training by organizing/handing out t-shirts and badges, creating badges as needed
- Daily set up/collection of parking lot cones for camper drop off and pick up
- Daily collection of parking lot signs at the end of the day
- Assist with unpackaging, delivering, and putting away new items/materials/supplies
- Assist with Instructor prep needs
- Maintain and keep the office supply area clean
- Assist with keeping the materials and supply area organized
- Set up recess stations
- Prep recess materials and art supplies needed for arts & crafts projects
- Run recess activity, arts/crafts, and other stations
- May be asked to sub in for an absent instructor, 1:1 assistant, or team leader
- May be assigned to be a 1:1 assistant, if needed

Qualifications:

- Ability to work in a fast paced environment
- Ability to take direction and feedback from supervisor
- Ability to follow a schedule and follow directions
- Punctual and has good attendance

Physical Aspects of the Position:

- Ability to lift and transfer 25 pounds

Heather Eason, Director: _____ Date: _____

Hiree Name : _____ Date: _____

Hiree Signature: _____ Date: _____

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