



How to Apply

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 23, 2022.

Job Title

Laundry Liaison

Responsible To

Camp Director, Program Director

Summary

The purpose of the Laundry Liaison is to ensure clean towels, bedding, and clothes for campers.

Required Qualifications

1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communication and cognitive abilities to communicate with staff regarding commissary.
4. Knowledge and experience of doing laundry.
5. Valid Driver's License.

Preferred Qualifications

1. Experience in working with children.
2. CPR, AED, and First Aid certification.

Essential Functions

1. Assist and communicate with staff needing items from the commissary.
2. Clean and organize the commissary area.
3. Receive and follow general instructions; and assist the camp in meeting camper goals and objectives, and ensure a positive camping experience for each camper.
4. Stand for extended periods of time when required.
5. Observe camper behavior, assess its appropriateness and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
6. Represent Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
 - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
 - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
 - Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
 - Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. The Laundry Liaison must:
 - Pick-up cabin laundry (keep each cabin laundry separate) and wash, dry, and return clean laundry to cabins when done.
 - Maintain the commissary and all related equipment in excellent working condition and submit supply and maintenance requests to the administrative staff.
 - Take towels to waterfront regularly.
 - Empty dirty towel bins from waterfront areas regularly.
 - Follow a documented daily schedule.
 2. Attend and participate in all staff meetings.
 3. Submit weekly feedback form.
 4. Greet parents, guardians and campers on arrival and departure day while performing arrival/departure duties as assigned.
 5. Live with a group of 3 to 5 fellow staff. This requires the Laundry Liaison to be a positive role model for the campers and other staff members.
 6. Be flexible and willing to act as a substitute for any counselor or program staff during the time of an absence.
 7. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
 8. Know when to ask for assistance and support fellow staff.
 9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
 10. Assist with all camp activities, working closely with the administrative staff.
 11. Lead and prepare activities with other staff.
 12. Complete weekly feedback form and other paperwork need by the end of each session.
 13. Know when to ask for assistance and support fellow staff.
 14. Serve as an aquatic observer as assigned by administrative staff.
 15. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
 16. Assist with camp clean-up throughout and at the end of each session.
 17. All other duties as assigned.
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