



How to Apply

Complete employment application at <https://prettlakecamp.campbrainstaff.com> or contact Amber at amber@prettlakecamp.org to receive application. Deadline May 13, 2024.

About Pretty Lake

We're a non-profit, free overnight summer camp seeking employees to work for us in a variety of seasonal positions. There are two to three weeks of training, depending on your role, that will take place in mid to late May. Camp will run 5-day sessions until late July. Along with compensation, we provide free housing, meals, laundry facilities, and the opportunity to grow personally while serving the community.

Job Title

Commissary and Program Support Staff

Responsible To

Camp Director, Program Manager

Summary

Commissary and Program Support Staff work together to ensure campers and staff have the commissary supplies they need as well as assist the program team with various camp activities. Commissary needs include laundry and toiletry, camp activities include sports, Arts & Crafts, STEAM, Environmental Education, and more.

Required Qualifications

1. Kindness, responsibility, and a strong work ethic.
2. Ability to work independently and as a team using camp guidelines and policy manuals.
3. Desire to work with children and young adults.
4. Interest, knowledge and/or skills in a variety of program activities.
5. General knowledge in all areas of STEAM.
6. General knowledge and experience of doing laundry and inventory.
7. 18 years or older.

Preferred Qualifications (Not required)

1. Experience in youth development and behavior management.
2. Experience in a summer camp environment.
3. Ability to live at camp during sessions.
4. Leadership or facilitation experience.
5. Lifeguard, First Aid, CPR, and/or AED certifications.

Essential Functions

1. Assist and communicate with staff needing items from the commissary.
2. Complete all camp laundry needs in a timely fashion.
3. Clean and organize the commissary area, following a regular schedule.

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4. Assist program team with daily activities.
 5. Always represent Pretty Lake Camp professionally.
 6. Communicate effectively with staff, campers, and camper families.
 7. Work with campers and staff of all backgrounds to create a safe camp experience for everyone.
 8. Receive and follow general instructions, as well as respond to emergency situations.
 9. Be able to move for long periods of time, lift to 35 pounds, and assess and care for campers and staff.
 10. 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.
 - Use of cell phone only during two hours off each day, during scheduled break.
 - Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. Assist and communicate with staff needing items from the commissary.
 2. Clean and organize the commissary area, following a regular schedule.
 3. Complete laundry needs timely, using a regular schedule.
 4. Assist program team with daily activities.
 5. Follow a daily/weekly schedule of laundry collection from each cabin to clean and return.
 6. Maintain the commissary facilities, keeping all equipment in excellent working condition.
 7. Deliver supplies to cabins and program locations regularly.
 8. Assist with day-to-day camp programs and activities, including sports, STEAM, Environmental Education, Arts & Crafts, and more.
 9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
 10. Observe camper behavior, assess its appropriateness, and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
 11. Submit bi-weekly feedback forms.
 12. Know when to ask for assistance and support fellow staff.
 13. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
 14. All other duties as assigned.
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