How to Apply
Complete employment application at https://prettylakecamp.campbrainstaff.com or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 31, 2020.

Job Title
Commissary

Responsible To
Camp Director

Summary
The Commissary works with the other Commissary staff to organize and to ensure towels, bedding, and clothes are clean 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 the 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. Supervise and communicate with staff needing items from the commissary.
2. Respond to hazards related to 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.
   - Ability to have support from family or friends outside of Camp.
• Use of cell phone only during two hours off each day.
• Abide by all policies and procedures in the staff code of conduct.

**Specific Responsibilities**

1. The Commissary must:
   - Pick-up cabin laundry (must be completed by cabin group) and start loads, switching loads until done.
   - Return clean laundry to cabins.
   - Maintain the commissary and all related equipment in excellent working condition and submit supply requests to the administrative staff.
   - Take towels to waterfront.
     • Empty dirty towel bins from waterfront areas regularly.
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 15 to 18 campers and staff. This requires the Commissary to be a positive role model for the campers and other staff members.
6. 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.
7. Know when to ask for assistance and support fellow staff.
8. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
9. Assist with all camp activities, working closely with the administrative staff.
10. Lead and prepare activities with other staff.
11. Act as a substitute for other staff during the time of an absence as assigned.
12. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
13. Assist with camp clean up after each group departs.
14. Other duties as assigned.

*Revised 10/19*