



## STAFF JOB DESCRIPTION

**Camp Goal** – *S.T.E.P. helps students make a successful transition from elementary school to middle school. It is a fun, 5-day experience that creates opportunities to connect, shows ways to get involved, teaches tools to succeed, and builds confidence in self and surroundings.*

**Must pass background check.**

**This is a paid position.**

### **Minimum Qualifications:**

- Desire and ability to work with children.
- Ability to relate to one's peer group.
- Ability to provide guidance.
- Ability to assist in teaching an activity.
- Good character, integrity, and adaptability.
- Excellent communication skills.
- Must be energetic and flexible.
- Must be competent and confident.
- Must have enthusiasm, sense of humor, patience, and self-control.
- Must be a high school graduate or equivalent and at least 18 years of age.
- Must be willing to commit to entire week.

### **Responsible to:**

Camp Facilitator

### **Central Responsibilities:**

- Set an example by conducting self in a professional manner.
- Assist Camp Facilitator in execution of all duties.
- Assist in planning, organizing, and conducting camp programs.
- Assist in coordinating logistics at camp.
- Monitor staff and students – trouble shoot as necessary.
- Be a friend with the campers.
- Learn the likes/dislikes of each participant.
- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for interaction between campers and staff.
- Provide opportunities for the group so that each individual experiences success during camp.
- Provide opportunities for discussion of individual or group problems or concerns.
- Help each participant meet the goals established by the camp for camper development.
- Encourage respect for personal property, camp equipment, and facilities.
- Shall be responsible for the care, upkeep, and storage of all camp equipment.
- Other duties.

### **General Responsibility:**

Carry out camp programs.

I agree to accept the above responsibilities and support other staff members as well as all campers.

Administrative Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_