



Creating connection & community for kids with food allergies

## 2024 Camp Blue Spruce

Job Title: **Extra Allergy Coordinator**

Reports to: Food Safety Manager

### **Position Purpose:**

The Extra Allergy Coordinator (EAC) is the primary resource and communicator for all campers with additional food allergies. The EAC will ensure that, at each meal, the campers know what foods are and are not safe for them to eat; will answer any questions that campers have about ingredients in food; and will liaise with the Chef Manager and Food Safety Manager so that any necessary alternate dishes or meals are provided.

### **Essential Job Functions:**

#### Pre-Camp Responsibilities:

1. Develop systems to track camper allergens.
2. Understand and clarify the range of camper allergens.
3. Ensure that all staff and camper families who have extra allergens or complicated medical dietary needs are contacted via phone to provide clarification.
4. Complete all necessary training.

#### Overnight Camp Responsibilities:

1. Communicate with the Chef Manager and Food Safety Manager before each meal to confirm all ingredients in all dishes.
2. Create a per meal Extra Allergy Cheat Sheet in concert with the Food Safety Manager. Give one copy to the Chef Manager.
3. Write each meal's menu on a whiteboard and note any extra allergens present in each dish served. Label all extra allergens on the line where they are being served.
4. Present the meal to the campers and answer any questions.
5. Organize and serve snack, keeping in mind alternatives for kids with extra allergies
6. Be available near the line during mealtimes and snacks to answer any camper questions and ensure alternate dishes or meals are received.
7. Participate in camp activities and events as requested.
8. Participate in a timely evaluation process along with debrief to document learnings from the camp season.

### **Other Job Duties:**

- ◆ Maintain high standards of health and safety in all activities for campers and staff.
- ◆ Be a role model to campers and staff in your attitude and behavior.
  - a. Follow and uphold all safety and security rules and procedures.
  - b. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
  - c. Participate in camp activities
  - d. Aim to provide a safe and positive camp experience for all.

- ◇ Participate as a member of the camp community.
- ◇ Uphold Camp Blue Spruce values at all times.

**Qualifications:** (Minimum Education and Experience)

- ◆ Knowledge & Training in Nutrition and/or Dietetics
- ◆ Understanding of Food Allergies and Sensitivities & Allergy Safe Food Preparation
- ◆ ServSafe Certification
- ◆ Use of Microsoft Office, including Excel
- ◆ Must possess or be able to obtain First Aid/CPR certification.
- ◆ Must submit health history record and examination form prior to first day of work.
- ◆ Must be able to attend/complete all staff training opportunities.

**Knowledge, Skills, and Abilities:**

- ◆ Attention to Detail.
- ◆ Organization, particularly of information.
- ◆ Good Communication and ability to relate well with kids and adults.
- ◆ Ability to manage large groups of 70+ people.
- ◆ Ability to relate to youth and adults in a positive manner.
- ◆ Ability to work congenially with staff while providing leadership and expertise.
- ◆ Willingness to receive and give both positive and constructive feedback, and make necessary changes or offer necessary support.

**Physical Aspects of the Job:**

- ◇ Ability to communicate and work with groups and interact as necessary with campers and staff.
- ◇ Ability to observe camper and staff behavior and provide both positive and constructive feedback as necessary .
- ◇ Assess appropriateness of systems and make changes as necessary; enforce appropriate safety regulations and emergency procedures.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the position.

**Salary Information**

\$700 for all Extra Allergy Coordinators

**Application Information**

Apply online at: <https://bluespruce.campbrainstaff.com>

**Questions**

Contact: Sarah Hinton - Camp Director, [program@campbluespruce.org](mailto:program@campbluespruce.org)

*Some physical requirements of the Extra Allergy Coordinator position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate information and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*