



Creating connection & community for kids with food allergies

## 2024 Camp Blue Spruce

Job Title: **Program Staff**

Reports to: Camp Director or Assistant Camp Director

### **Position Purpose:**

Program Staff plans and directs daily Interest Groups and cabin activities in a specific subject area. Programs at Camp Blue Spruce include: arts & crafts, nature, and sports.

### **Essential Job Functions**

1. Planning and run Program Block and Interest Groups
  - a. Plan and implement Program Blocks and Interest Groups throughout the week
  - b. Coordinate as necessary with cabin staff, health house and kitchen staff
  - c. Gather resources necessary to implement programs
2. Maintain high standards of health and safety in all activities for campers and staff.
  - a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - b. Be alert to campers and staff needs during program activities.
  - c. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance adhered to; report repairs needed promptly to camp director.
3. 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.
4. Participate in a timely evaluation process along with debrief to document learnings from the camp season.

### **Other Job Duties:**

- Participate enthusiastically in all camp activities, planning, and leading those as assigned Participate as a member of the camp community
- Uphold Camp Blue Spruce values at all times
- Support CIT program through observation and feedback of CITs when they are participating in
- program blocks and interest groups.

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

- Must be 18 years of age or high school graduate.
- Must possess or be able to obtain First Aid/CPR certification.
- Must possess or be able to obtain Oregon Food Handlers card.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels.
- Must be able to attend/complete all staff training opportunities.

### **Knowledge, Skills, and Abilities:**

- Understand the developmental needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in designated camp program areas.
- Willingness to receive and give both positive and constructive feedback, and make necessary changes or offer necessary support.
- Understand the development needs of youth and dynamics of group development.
- Ability to manage large groups of 70+ people.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in designated camp program areas.
- Ability to work congenially with staff while providing leadership over assigned program areas

### **Physical Aspects of the Job:**

- Ability to communicate and work with campers, staff and volunteers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

### **Salary Information**

\$700 for all program staff

### **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 a Cabin Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs 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.*