



# Camp Menesetung

## Job Description: Spring Program Staff

**Part-Time:** \$14.00/hour for scheduled time during a week; Avg. 6 hours per scheduled day. Weekend retreat rates: \$150 + Room&Board for a Friday evening-Sunday afternoon retreat.

## Job Purpose and Reporting Structure

As a Spring Program Staff, you are responsible for providing safe and fun programming to groups of children and youth as scheduled during May & June, and supporting your fellow staff members. All Spring Program Staff must be prepared to deliver programming at *any* of our programming areas, step up for needed tasks, and seek out opportunities to further contribute to Menesetung success.

This position reports to the Summer Camp Director and Executive Director.

## Essential Duties and Responsibilities

### To your Campers/Students

- Be there for your campers/students. Be their guide, be their role model, be their helper.
- Ensure complete, physical, and emotional safety for all campers on-site.
- Create opportunities for fun, learning, and individual success by delivering engaging programming at all program areas.
- Seek to inspire your campers/students to fall in love with Menesetung.

### To your Fellow Staff

- Actively volunteer to complete jobs or tasks that have not been done.
- Seek out ways in which you can support a fellow program staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up? Etc.
- Respect your fellow program staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Directors.
- Work together to create the best possible experience for your campers.

### To Camp Menesetung

- Actively communicate all concerns of any nature (Health & Safety, Program effectiveness, Camper issues etc.) to the Directors.
- Work with any visiting teachers or parent volunteers who have come to help supervise your campers, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times, all scheduled staff must be on-site a minimum of 1 hour before the scheduled school arrival time. Going as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks in advance.
- Conduct yourself as a professional representative of Menesetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.