

## Summer 2020 Staff Positions

### **Position: Laundry Manager (Female only)**

#### **Job Description:**

- Responsible for sorting, washing, drying, folding, and putting away laundry, with the assistance of other female staff, as needed
- Will sometimes take bulk laundry into town to wash
- Responsible for the organization and cleanliness of the laundry areas
- Responsible for keeping lost & found items organized by group & date and setting out for staff when it's two weeks past its date
- Responsible for keeping cleaning supplies stocked
- Will set sheets out on the beds in Timothy Lodge once they have been washed
- Will assist in general housekeeping when primary duties listed above are fulfilled
- Will assist with all other jobs as requested

#### **Requirements:**

- MUST be trustworthy with money, as will be handling camp credit cards and petty cash
- Age: 18+ years old
- Must have a driver's license for going to the laundromat and for cleaning supply runs
- Must be self-motivated, as there won't be a "boss" around all the time

Will mainly report to: Housekeeping Coordinator (currently Allison)

Number needed: 1

### **Position: Gift Shop Manager (Female only)**

#### **Job Description:**

- Responsible for the organization and cleanliness of the gift shop, with the assistance of other staff
- Responsible for keeping track of items needed and for purchasing them, as able, or reporting things needed to Gift Shop Coordinator
- Knows how to run things in the gift shop
- Responsible for teaching and training other staff on how to run the gift shop and keeping track of who has been trained in the specifics of gift shop
- Will assist in housekeeping and food service when primary duties listed are fulfilled
- Will assist with all other jobs as requested

#### **Requirements:**

- MUST be trustworthy with money, as will be handling camp money
- Age: 18+ years old
- Must have a driver's license for being able to purchase items from in town, as needed
- Must be able to teach and train other staff on how to run the gift shop
- Must be self-motivated, as there won't be a "boss" around all the time
- Must be able to make wise purchasing decisions (how much of something), with some guidance

Will mainly report to: Gift Shop Coordinator (currently Natalie)

Number needed: 1

### **Position: Snack Shack Manager (Female only)**

**Job Description:**

- Responsible for the organization and cleanliness of the snack shack, with the assistance of other staff
- Responsible for keeping track of items needed and for purchasing them, as able, or reporting things needed to Snack Shack Coordinator
- Knows how to run things in the snack shack
- Responsible for teaching and training other staff on how to run snack shack and keeping track of who has been trained in the specifics areas of snack shack
- Will assist in housekeeping and food service when primary duties listed are fulfilled
- Will assist with all other jobs as requested

**Requirements:**

- MUST be trustworthy with money, as will be handling camp money
- Age: 18+ years old
- Must have a driver's license for being able to purchase items from in town, as needed
- Must be able to teach and train other staff on how to run snack shack
- Must be self-motivated, as there won't be a "boss" around all the time
- Must be able to make wise purchasing decisions (how much of something), with some guidance

Will mainly report to: Snack Shack Coordinator (currently Katriel)

Number needed: 1

**Position: Adventure and Supervised Activities Team (Both genders)**

**Job Description:**

- Activities that the person might be asked to learn and to run for campers include the following:
  - Adventure activities: Go-karts, paintball, laser tag, arrow tag, Goliath high ropes challenge course
  - Supervised activities: Confidence course (low ropes), marksmanship/Riflery, power bouncer/wall operator and overseer
  - Concessions: Snack shack leader
- Will assist with food service, housekeeping, and grounds during non-activity times
- Will assist with all other jobs as requested

**Requirements:**

- Age: 18+ years old
- Ability to communicate well
- Must have some leadership capability
- Attention to detail is important, especially for Goliath, confidence course (low ropes), and power bouncer/climbing wall operator and overseer

Will mainly report to: Activities Coordinator (currently Josh) and Activities Manager (currently Jerry)

**Position: Activities Team (Both genders)**

**Job Description:**

- Activities that the person might be asked to learn and to run for campers include the following: archery, campfire, go-kart assistant, laser tag, arrow tag, power bouncer/climbing wall operator, tournaments, snack shack, and zip bottom
- Will assist with food service, housekeeping, and grounds during non-activity times
- Will assist with all other jobs as requested

Requirements:

- Age: 16+ years old

Will mainly report to: Activities Coordinator (currently Josh) and Activities Manager (currently Jerry)

### **Position: Lifeguard (Both genders)**

Job Description:

- Responsible for maintaining the safety of those in the pool area or for those going down the waterslide
- Responsible for scanning the pool area for hazards, people struggling to swim, etc.
- May be able to be trained in other activities, depending on age, but expect to do a lot of lifeguarding this summer
- Responsible for checking the levels of the pool before/after shift and communicating with pool manager about issues
- Will assist with food service, housekeeping, and grounds during non-activity times
- Will assist with all other jobs as requested

Requirements:

- Must be lifeguard certified already or willing to become lifeguard certified (either through an Oakridge-sponsored lifeguard training or through a different qualifying class taken at your own expense, if unable to make the Oakridge class)
- Must be alert and responsible
- Age: 15+

Will mainly report to: Aquatics Coordinator (currently Jerry)

Number needed: 5

### **Position: Volunteer (Both genders)**

Job Description:

- Females will assist with food service and housekeeping
- Males will assist with food service and grounds
- Will probably not lead, but may assist with the following activities: human foosball, gaga ball, 9-square, go-kart assistant, laser tag assistant, evening activities, arrow tag assistant, zip bottom assistant, snack shack, gift shop stocking
- Will assist with all other jobs as requested

Will mainly report to: Volunteer Coordinator (currently Katriel)

### **Position: Housekeeping Managers (Female only)**

Job Description:

- Responsible for learning how to clean the Oakridge way and then teaching others how to do the same
- Responsible to use checklists accurately for every building and cleaning assignment

- Responsible for overseeing and leading a group of people in cleaning a building efficiently
- Responsible for going back over what the team has cleaned and making sure that it has been done properly and offering correction as needed
- Responsible for prepping dorms before the arrival of groups
- Responsible for shutting down buildings after the departure of groups
- Will assist with all other jobs as requested

Requirements:

- Must have attention to detail
- Must have leadership capability
- Must have focus and work in a timely manner
- Age: Some 16+, depending on experience; 18+

Will mainly report to: Housekeeping Coordinator (currently Allison)

Number needed: 5

### **Position: Meal Service Manager (Female only)**

Job Description:

- Acts as the go-between for the servers and the cooks
- Responsible for assigning servers each meal and guiding them with any instructions from the cooks on serving size, etc.
- Responsible for learning and being familiar with the Summer Food Service Program
- In between meals, this person is responsible for overseeing the kitchen cleaning team, the dish pit team, and the dining hall cleaning team
- Will assist with housekeeping when the primary responsibilities listed above are fulfilled
- Will assist with all other jobs as requested

Requirements:

- Must have leadership capability
- Age: 19+

Will mainly report to: Food Service Coordinator (currently Beth), the cooks at individual meals

Number needed: 3

### **Position: Kitchen Team (Female only)**

Job Description:

- Responsible for serving in the kitchen at every meal
- Responsible for aiding the cooks with meal prep
- Responsible for cleaning the dining hall after meals, with assistance from other staff
- As kitchen and dining hall clean-up is done, will assist in the dish pit
- With the progress of time, it is hopeful that these people will also become familiar with the Summer Food Service Program and will be able to develop leadership skills as they instruct volunteers that come in
- Will assist with all other jobs as requested

Requirements:

- These people **MUST** have a heart for serving behind the scenes and for being in the kitchen—they are true servants
- Age: Varies

Will mainly report to: Meal service manager and the cooks  
Number needed: 3

**Position: Housekeeping Team (Female only)**

**Job Description:**

- Responsible for learning and cleaning dorms, lodges, meeting rooms, restrooms, etc., the Oakridge way
- Responsible for stocking the buildings with toilet paper and paper towels
- Responsible for gathering the trash from used spaces daily
- Responsible for shutting down buildings after the departure of groups
- Will assist with food service and grounds when primary tasks are fulfilled
- Will assist with all other jobs as requested

**Requirements:**

- Although training is available and provided, it is best for someone to already have attention to detail
- Must enjoy cleaning, for the most part
- Must work efficiently
- Age: Varies
- Will sometimes work with an overseer, but not always, so must be self-motivated

Will mainly report to: Housekeeping Managers

**Position: Aquatics Maintenance Assistant (Male only)**

**Job Description:**

- Responsible for doing the daily work of the pool: scrubbing, vacuuming, cleaning pool filters, etc.
- Responsible for some chemical maintenance of the pool
- Responsible for doing whatever else the pool manager says to do
- Will assist with grounds whenever primary responsibilities listed above are fulfilled
- Will assist with all other jobs as requested

**Requirements:**

- Must have attention to detail
- Must have diligence
- To not grow weary in doing the same job every day—the pool gets used a lot in the summer
- Must have a good work ethic—able to work and get the job done without an overseer

Will mainly report to: Maintenance Coordinator (currently Angel)

Number needed: 1

**Position: Grounds Team (Male only)**

**Job Description:**

- Responsible for blowing, weed eating, raking, grounds cleaning, etc.
- Responsible for watering plants in the morning hours
- Will assist with spreading mulch whenever loads are brought
- Responsible for picking emerging stickers
- Responsible for gathering sticks, fallen branches, etc. and dumping them

- Responsible for any other grounds projects
- Will assist with all other jobs as requested

Requirements:

- Age: Varies
- Age: 18+ will be authorized to operate camp vehicles for supplies, stick runs, etc.

Will mainly report to: Grounds Coordinators (currently Jerry & Matthew)

Number needed: 3

### **Position: Grass Mower (Male only)**

Job Description:

- Responsible for mowing the camp grass on a zero turn mower
- Will assist with other grounds as primary duty is fulfilled
- Will assist with all other jobs as requested

Requirements:

- Experience in operating a zero turn, especially on uneven terrain
- Age: 18+

Will mainly report to: Grounds Coordinators (currently Jerry & Matthew)

Number needed: 2

### **Position: Support Team (Male only)**

Job Description:

- Responsible for filling and transporting water coolers to activity stations and refilling as necessary
- Responsible for gathering trash around camp
- Responsible for doing animal chores, in the morning, at midday, and in the evening
- Responsible for emptying the trash trailer every day into the dumpster and doing the dumpster dance as necessary, with assistance from other guys
- Responsible for transport of tables/chairs and other furniture, as needed
- Has the flexibility to help the main camp maintenance men, as time allows
- Will be the “go-to” guys for camp errands in the middle of the chaos
- Will assist with grounds as responsibilities listed above are fulfilled
- Will assist with all other jobs as requested

Requirements:

- Age: Varies
- Age: 18+ to operate camp vehicles
- Must be able to prioritize
- Must have a good work ethic—able to work without an overseer
- Must have initiative

Will mainly report to: Grounds Coordinators (currently Jerry & Matthew)

Number needed: 2-3

### **Position: Day Camp Leader (Female only)**

Job Description:

- Responsible for the teaching, training, correcting, and caring for of the day camp children
- Responsible for planning a schedule for the day camp children

- Responsible for communicating with staff about times to do certain activities
- Responsible for taking the day camp children on a field trip once a week
- Responsible for keeping track of the children's arrival and departure times and other administrative tasks
- Responsible for maintaining accurate financial records for all day camp children
- Will assist with all other jobs as requested

Requirements:

- MUST have a heart for children
- Must be patient and loving
- Must be able to lead kids effectively
- Age: 21+

Will mainly report to: Day Camp Coordinator (currently Jaime)

Number needed: 2

### **Position: Day Camp Assistant (Male or female)**

Job Description:

- Responsible for helping the day camp leader in the teaching, training, correcting, and caring for of the day camp children
- Responsible for helping keep track of all the kids on a daily basis, but especially on field trip days
- Responsible for assisting with record keeping of day camp children
- Responsible for assisting the day camp leader with any other things
- Will assist with all other jobs as requested

Requirements:

- MUST have a heart for children
- Must be patient and loving
- Must be able to lead kids effectively
- Age: 16+

Will mainly report to: Day camp leader

Number needed: 2

### **Position: Head Cook**

Job Description:

- Responsible for preparing the right amount of food for guests for each meal
- Responsible for being familiar with the Summer Food Service Program and its requirements and how that affects meal prep
- Responsible for filling out some documents for the Summer Food Service Program
- Responsible for the safety of the food, for getting it to the right temperature, etc.
- Responsible to do dishes, and clean up after every meal
- Responsible to accurately complete and serve a meal sheet for each meal
- Will assist with all other jobs as requested

Requirements:

- Must be able to handle pressure and stress well
- Must be able to coordinate and lead the assistant cooks and kitchen team to get the meal out on time

- Must have attention to detail
- Experience in food service is preferred,
- Knowledge of food handling is preferred
- Able to handle a long amount of time on the feet
- Age: 21+

Will mainly report to: Food Service Coordinator (currently Miss Beth)

Number needed: 4

### **Position: Assistant Cook**

Job Description:

- Responsible for helping the cook prepare the right amount of food for guests for each meal
- Responsible for being familiar with the Summer Food Service Program and its requirements and how that affects meal prep
- Responsible for filling out some documents for the Summer Food Service Program
- Responsible for the safety of the food, for getting it to the right temperature, etc.
- Basically the same job as a cook, but not as much pressure and responsibility for the success of the meal
- Responsible to do dishes fully, and clean up after each meal
- A great position for someone who may eventually want to be a head cook, but does not yet have the experience or is not yet ready to be a cook
- Will assist with all other jobs as requested

Requirements:

- Should desire to want to cook food
- Must have attention to detail
- Experience in food service is preferred
- Knowledge of food handling is preferred
- Able to handle a long amount of time on the feet
- Age: 18+

Will mainly report to: Food Service Coordinator (currently Miss Beth) and the head cooks

Number needed: 2

### **Position: Office Assistant**

Job Description:

- Responsible for answering the office phone, recording messages, etc.
- Responsible for greeting people who come to the office and assisting them the best way possible
- Responsible for assisting the full-time office staff with typing, filing, etc.
- Responsible for learning who is in what staff position, to be able to best direct people to the appropriate person
- Will assist with all other jobs as requested

Requirements:

- Must be comfortable talking on the phone and taking down messages
- Must be proficient in verbal and written communication
- Experience in an office or similar setting is preferred



- Must be able to follow directions
- Age: 18+

Will mainly report to: Office Coordinator (currently Jaime)

Number needed: 1

**Position: Media Assistant**

Job Description:

- Responsible for taking photos and video shots of our program camps and compiling them to show campers at designated times
- Responsible for keeping Oakridge's social media updated
- Will assist with all other jobs as requested

Requirements:

- Must have some experience in photography/videography
- Must be able to follow directions
- Must be proficient in spelling, grammar, etc.
- Age: 16+

Will mainly report to: Media Coordinator (currently Natalie)

Number needed: 1