

Camp Jack Hazard 2023 Job Descriptions

*All positions at CJH require the ability to carry a 50 lbs. backpack for a 5-mile hike. *

*Program Staff positions require CPR and Wilderness First Aid Certification. *

Program Staff

All Program Staff Members will work together as a team to implement the general camp program (i.e. facilitate all-camp activities such as Capture the Flag, assist with any site maintenance projects, organize campfires, etc.) Each Program staff member will oversee training a group of staff for Leader's Week and will continue mentoring staff throughout the summer season. as well as be part of the emergency response team while campers are on their 2-night backpacking trip.

Site Director (1 position)

The CJH site director is responsible for overseeing all camp operations. Pending the availability of the person hired for this position, the Site Director may be responsible for the interviewing and hiring of other positions. The Site Director will be the primary liaison between The Jack and Buena Foundation's Executive Director and the Camp Jack Hazard staff. This position requires a great deal of knowledge about the operations of camp and the CJH site, professionalism and organization. Applicants should be familiar with ACA standards and ensure that camp operations adhere to our accreditation requirements. The Site Director is responsible for ensuring that CJH is in accordance with all safety and professional standards (including but not limited to; health inspections, Fire Marshal inspections etc.). Applicants should have demonstrated ability to work in high-stress situations with effective communication skills. Requirements - Applicants for this position should be at least 21 years old and have a minimum of 5 years Resident Camp experience, preferably at CJH. Previous management experience and experience with the ACA accreditation process are highly preferred.

Program Director (2 position open)

Assist in planning and implementation of a fun, safe and educational experience in a wilderness-based residential camping program that embodies the spirit and values of CJH for children ages 7–17. Assist in training, and evaluation of all camp staff. Assist in scheduling camp activities and programs, delegating responsibilities to camp staff, and day-to-day operations of camp. The assistant director will also be a part of the emergency response team while campers on their 2-night backpacking trip. A program director will be at all camper check in/ check out events in order to answer any questions parents have, as well as, to help facilitate successful switch day procedures.

Requirements - Applicants for this position should be at least 21 years old and have a minimum of 4 years Resident Camp experience, preferably a backpacking or outdoor adventure based camp.

Maintenance Specialist (2 position open)

The maintenance specialist is responsible for planning and coordinating the development, maintenance, and repair of the camp's buildings, grounds, equipment, and other facilities. The maintenance specialist: ensures that the camp generator is in working order, including refueling, oil changes, and filter replacement; oversees the purchase, use, and care of all maintenance equipment and supplies; works with the Site Director to schedule services including trash removal, recycling, water testing and sewage removal; supervises any maintenance volunteers and ensures that maintenance procedures adhere to American Camp Association standards; conducts initial and end-of-season inventory; develops a schedule for checking camp property and equipment for safety, cleanliness, and good repair. The maintenance specialist will also be responsible for storage and removal of any hazardous materials on site. Additionally, as a member of the program staff, the maintenance specialist should generally make themselves available for camp activities and will also be a part of the emergency response team while campers on their 2-night backpacking trip. Applicant should have the flexibility to work with an old site with a low budget!

Requirements – Applicant must be at least 18 years old, but 21 or over is preferred. Demonstrated ability to work with a variety of tools. Experience with diesel machinery, plumbing, electrical work, or carpentry are all looked on favorably.

Health Specialist (1 position open)

The Health Specialist will supervise and perform all health-related tasks on site. The Health Specialist will be responsible for administering prescription medications, stocking first aid kits and fulfilling health equipment/supply needs of the camp. This position is also responsible for performing as first responder to campers' health needs and evaluating and recommending additional medical assistance, both at the Camp Jack Hazard site and in the backcountry. The Health Specialist will also be a part of the emergency response team while campers on their 2-night backpacking trip. The nurse will be at all camper check-in and check-out events in order to understand the special needs of all campers' medications in order to become familiar with their individual needs and to ask/ answer any and all questions parents have.

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Requirements - Applicants must possess one of the following: EMT certification; nursing students with significant time in school completed; LVN and/or RN certification. Applicants must be at least 18 years old, but 21 or over is preferred. Applicant should also have experience with wilderness care and emergency procedures and feel competent leading such training sessions.

Food Service Specialist - Cook (1 positions open)

The Food Service Specialist is responsible for planning the menu and, with the help of two assistants and volunteer staff, cooking healthy yet kid friendly meals for up to 150 campers and staff. The food service specialist is responsible for: taking inventory of food and cooking supplies and performing weekly food orders; ensuring that health and safety standards are met, as well as ensuring that pre-season health inspection is successful; providing adequate food supplies for backpacking trips; and supervising Food Service Assistants and volunteer kitchen staff. The food service specialist is also responsible for maintaining the cleanliness and sanitation of the kitchen and Dining Hall.

Requirements - Applicant must be over 21 years of age. Must be ServSafe certified (ServSafe training will be provided if applicant does not have such certification). Demonstrated success with cooking for large group (of kids), and previous management experience highly preferred.

Food Service Assistant – Asst. Cooks (2 position open)

The Food Service Assistant is responsible for assisting the food service specialist in planning the menu and cooking healthy yet kid friendly meals for up to 150 campers and staff. The food service assistant is responsible for assisting in: taking inventory of food and cooking supplies and performing weekly food orders; ensuring that health and safety standards are met, as well as ensuring that pre-season health inspection is successful; providing adequate food supplies for backpacking trips; and supervising volunteer kitchen staff. The food service assistant is also responsible for maintaining the cleanliness and sanitation of the kitchen and Dining Hall.

Requirements - Applicant must be over 18 years of age and should have demonstrated experience in the foodservice industry.

Adventure Specialist (1 position open)

The Adventure Specialist will facilitate rock climbing and rappelling program with children ages 7-17, schedule and allocate equipment for weekly overnight backpacking trips, maintain climbing and backpacking equipment inventory.

Requirements - Applicants must have experience in a similar program, must be physically able to belay large campers and staff members, and physically fit to hike and backpack. Applicants must be at least 18 years old, and should possess a love for backpacking and outdoor adventure activities. Previous management of a similar program is highly preferred. This position also requires leading, training and mentoring an assigned group of staff through Leader's Week and throughout the summer. This position might also require helping in the kitchen during and after meal time and helping with maintenance duties when needed.

Arts & Crafts Specialist (1 position open)

The Arts and Crafts Specialist will direct the arts and crafts program for all campers. Responsibilities also include ordering and maintaining inventory of arts and crafts supplies and maintaining and cleaning the Arts and Crafts Building.

Requirements - Applicants must be creative and possess previous experience in an arts and crafts program. Applicants must be at least 18 years old. Previous management of a similar program is highly preferred. This position also requires leading, training and mentoring an assigned group of staff through Leader's Week and throughout the summer. This position might also require helping in the kitchen during and after meal time and helping with maintenance duties when needed.

Challenge Course Specialist (1 position open)

The Challenge Course Specialist will oversee and supervise all high Ropes Course activities and low team building activities. The specialist should have demonstrated experience debriefing similar experiences in a way that builds character and self-confidence in participants. This position is also responsible for daily inventories and ensuring the safety of Challenge Course equipment.

Requirements - Applicants must have experience in a similar program and must be physically able to climb a 40 ft. ropes course and feel competent in performing a rescue. (Applicants will receive training on this specific course.) Applicants must be at least 18 years old, but over 21 years is preferred. Previous management of a similar program is highly preferred. This position also requires leading, training and mentoring an assigned group of staff through Leader's Week and throughout the summer. This position might also require helping in the kitchen during and after meal time and helping with maintenance duties when needed.

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Nature/Spirit Specialist (1 position open)

The Nature/Spirit Specialist will direct the Camp Jack Hazard Nature and Environmental Awareness program as well as providing counselors with resources for the CJH Rag Program. Applicants should have a love for nature and a desire to learn and share knowledge about the CJH's wilderness aspects. Applicant should also be creative and be able to create programs appropriate to different age groups. The Nature/Spirit Specialist will be responsible for taking inventory for the Spirit program and providing support for counseling staff. They will, at the request of counseling staff, facilitate rag ceremonies.

Requirements - Applicants must be at least 18 years old. Applicants should have previous experience with the (YMCA) rag program and leading groups on nature expeditions. Demonstrated experience working, at CJH or otherwise, with groups of youth of various ages in a wilderness setting. This position also requires leading, training and mentoring an assigned group of staff through Leader's Week and throughout the summer. This position might also require helping in the kitchen during and after meal time and helping with maintenance duties when needed.

Horseback Riding and Social Media Specialist (1 position open)

The Horseback Riding specialist will be required to plan, organize, keep accurate records, and provide transportation for the Camp Jack Hazard horseback riding program. The Social Media Specialist will be required to maintain and promote the Camp Jack Hazard program's social media pages. The primary responsibility is to ensure that all pictures and captions reflect the wonderful things we do at camp. It will also be very important for the person in this position to understand and comply with the Photograph Release policy and ensure that it is upheld.

Requirements - Applicants must be at least 18 years old. Applicants should have previous experience working, at CJH or otherwise, with groups of youth of various ages in a wilderness setting. Due to the transportation responsibilities, a clean driving record is mandatory. This position also requires leading, training and mentoring an assigned group of staff through Leader's Week and throughout the summer. This position might also require helping in the kitchen during and after meal time and helping with maintenance duties when needed.

Counseling Staff

Leaders in Training Directors (2 positions open)

Our teen program directors will be responsible for directing our two-week Leaders in Training (L.I.T.) program for 15-17-year old. The program includes training in group dynamics, core values, communication, wilderness trip leadership, emergency situation response, childcare, and the philosophy and goals of residential camping. Applicants must be a positive role model, well organized, physically able to lead a backpacking trip into the wilderness, have appropriate backpacking and wilderness skills, and be able to multi-task while knowing where assigned campers are at all times. Applicants should have documented experience in these areas and possess an excellent ability to communicate, teach, and lead others.

Requirements - Applicants for this position should be at least 21 years old, have experience leading backpacking trips and possess the ability to teach backcountry survival skills, and have demonstrated success working with teenagers. Two years of previous counselor experience is strongly desired. This position also requires leading, training and mentoring an assigned group of staff through Leader's Week and throughout the summer.

Head Adventure Guides (2 positions open: one male one female)

In addition to their duties as adventure guides, head adventure guides help to lead and guide training sessions during Leaders' Week, facilitate Adventure Guide staff meetings, evaluate and give feedback to Adventure Guides and act as a liaison between the Guide staff and program/directing staff. Adventure Guides will provide constant supervision of a cabin group of 8-10 campers. Responsibilities will include: safe, effective leadership for all activities; values oriented guidance, sharing, and group development, both within and in addition to the regularly scheduled camp program. Applicants must be a positive role model, well organized, physically able to lead a backpacking trip into the wilderness, have appropriate backpacking and wilderness skills, and be able to multi-task while knowing where assigned campers are at all times.

Requirements - Applicants must be at least 18 years old, but over 21 is preferred. Two years of previous "adventuring" experience is strongly desired.

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Adventure Guides (12 - 6 for each gender, positions open)

Adventure Guides will provide constant supervision of a cabin group of 8-10 campers. Responsibilities will include: safe, effective leadership for all activities; values oriented guidance, sharing, and group development, both within and in addition to the regularly scheduled camp program. Applicants must be a positive role model, well organized, physically able to lead a backpacking trip into the wilderness, have appropriate backpacking and wilderness skills, and be able to multi-task while knowing where assigned campers are at all times.

Requirements - Applicants must be at least 18 years old. Two years of previous "adventuring" experience (including assistant/volunteer) are strongly desired.

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Volunteer Staff (Assistant Adventure Guides, Kitchen Crew and Program Assistants)

As kitchen crew, volunteer staff are a crucial part of the CJH family and operations. Kitchen crew report directly to the Food Service Specialist and are responsible for helping in the production and clean-up of all CJH meals. KC are expected to work efficiently and professionally with other KC staff. KC is also encouraged to spend their time between meals with campers and the rest of CJH. Members of KC are always expected to maintain a positive and professional work ethic and act as positive role models. Staff availability permitting, KC will join a cabin group for the overnight portion of the session.

As assistant Adventure Guides, volunteer staff are responsible for providing constant supervision to a group of 8-10 campers. Responsibilities include: safe, effective leadership for all activities; values oriented guidance, sharing, and group development, both within and in addition to the regularly scheduled camp program. Applicants must be positive role models, have appropriate backpacking and wilderness skills, and be able to multi-task while knowing where assigned campers are at all times.

Requirements – Applicants must be at least 16 years of age. Volunteer staff with previous “adventuring” experience will be prioritized for assistant adventure guide positions.