

## CAMP UNALAYEE SUMMER JOB DESCRIPTIONS

Because Camp Unalayee is committed to serving a very diverse population, we actively seek applicants for all positions who reflect that same diversity. People of color, LGBTQ and multilingual people are encouraged to apply.

*All Staff at Camp Unalayee are required annually to satisfactorily pass a criminal background check and sign a criminal history voluntary disclosure form.*

**Counselor:** Counselors supervise and provide care for the children at camp 24 hours a day. They plan and lead activities, campfires and backpacking trips. Counselors also help with the basic operations and maintenance of the camp. Counselors work in teams of two or three, and are assigned a “Tribe” of about eight campers, boys and girls together. For half of each session, most campers and counselors are at our base camp in the Mosquito Lake basin. During the base camp days, counselors and campers are in their Tribe Site for meals and sleeping. Counselors engage their campers in cooking meals over an open fire, eating together, playing games, doing chores and building community in their Tribe Site. In the morning and afternoon, counselors offer activities for the campers (such as arts & crafts, group games, rock climbing, canoeing, archery, dance and music) and in the evening Tribes take turns leading campfires. Most campers and counselors are out on the trail backpacking for the other half of each session. Counselors must be very comfortable living outdoors, and must be in excellent physical condition as they will be leading backpacking trips for 3 days or more and carrying a backpack that may weigh up to one third of their body weight. Counselors should arrive at Camp with good wilderness and trail skills (map, compass, & navigation, knot tying, tarp setting, fire building, etc.), though Unalayee does provide additional training.

**Program Counselor:** Program Counselors have much the same role as Counselors, but do not need the same wilderness and trail skills. Their focus is on making the base camp portion of each session fun, engaging, exciting and rewarding for the campers. They lead more activities and provide more leadership and supervision in the Mosquito Lake basin. Because their days are busier during the base camp time, Program Counselors are not expected to go on backpacking trips and typically would have more time off when the rest of the staff and campers are out on the trail.

**Counselors and Program Counselors:** Counselors and Program Counselors need lots of energy, patience, a good sense of humor, and skill in working with children and working with other adults as a team. They must be at least 19 years old (unless they have participated in Unalayee’s Counselor-in-Training program, in which case they may be 18). Counselors and Program Counselors must have valid CPR/AED and Wilderness First Aid certifications (we offer Wilderness First Aid during staff training). Staff Training is mandatory for both of these positions.

**Unpaid Support Staff:** Support Staff are un-paid positions intended to be mutually beneficial to the staff member and to Camp. These positions are available to those 18 years old or over who may have little or no wilderness, backpacking, or youth-work

experience, but who have a commitment to learn and an eagerness to work hard and be part of the Unalayee staff team. Support staff wishing to improve their skills or knowledge in a particular area will work closely with the Camp Director to ensure that the experience is meaningful and useful for both Camp and the staff member. Support Staff can assist and build their skills in specific areas such as arts and crafts, rock climbing, wilderness navigation, backpacking skills, child counseling and support, environmental education, camp maintenance, land stewardship or food management, or can generalize like an older counselor-in-training. Support staff may or may not work on a team with other counselors in a tribe or assist on backpacking trips. They are involved in leading activities; cooking, leadership and chores in tribes; helping with general maintenance and upkeep of camp; and providing supervision support as needed. Support staff are not required to attend staff training (though it is encouraged to do so), CPR and wilderness first aid are not required, and support staff will never be solely responsible for supervision of children.

**Other Positions:** Most other positions at Camp Unalayee are open to returning summer staff members only. However, if you are highly experienced in one of these areas, and would like to apply for a position, please contact us at [Director@GoCampU.com](mailto:Director@GoCampU.com) to discuss the possibility.

**Central Work Crew:** Volunteer roles with a wide variety of responsibilities, such as camp maintenance (chopping firewood, maintaining water system, keeping the site clean, repairing equipment, helping distribute food, etc.), carpentry, helping out in tribes, assistant food management, office and administrative support. Typically, these volunteers do not live in tribes, though they may occasionally have meals with tribes.

**Food Manager:** The Food Manager is in charge of the food budgeting, ordering, and menu planning - taking into consideration nutritional standards set by the Summer Food Service Program (SFSP), and choosing food that is healthy and balanced and pleasing to the children are important in this job. The Food Manager packs food for each group at camp for every meal and packs all the food that groups take out on multi-day outings. The Food Manager also keeps records of all the ordering and inventory, and does the necessary record keeping for the SFSP's requirements. The Food Manager should have experience in food service industry with an understanding of good nutritional practices and food safety regulations. They should also have experience in supervising staff, and have math skills required to do ordering, inventory, and record keeping. Must be able to lift and carry bulk foods.

**Food Assistant:** The Food Assistant assists the Food Manager in packing food for each group at camp for every meal and packing all the food that groups take out on multi-day outings. They also assist the Food Manager in keeping records such as ordering, inventory, and SFSP records. Depending on the need the Food Assistant might do other work crew projects, assist with a food pick-up or drop-off, or have meals in tribe.

**Work Crew Manager:** The Work Crew Manager is in charge of a small group of individuals who are on the "work crew" and undertake tasks that are designated by the

**Work Crew Manager.** The Work Crew Manager is responsible for assessing and prioritizing what tasks need to be done in regards to the smooth functioning of camp. Work Crew Manager coordinates special construction projects and ensures maintenance of the physical plant of the camp. Maintenance and repair projects may include such tasks as: repairing leaks in the water lines or changing propane tanks in Central, to undertaking new projects such as building a new central sump or constructing a climbing wall. This position supervises work crew staff doing maintenance projects. The Work Crew Manager is also responsible for the recycling and waste/garbage management. The Work Crew Manager should have experience in supervising staff, a well-rounded understanding of basic carpentry, and other maintenance skills, and must be able to do maintenance repairs, minor vehicle maintenance, and other physical labor.

**Medical Staff (Nurse):** Provides first aid and medical aid to staff, volunteers and campers. Keeps medical log book. Screens campers for medical needs when they arrive at camp and before and after hikes. Prepares first aid kits for hikes. Keeps director informed of any medical situations that need attention. Prepares inventory and needed supplies list at the end of each season. The medical staff must have current and valid licensing as a nurse or physician in California and should enjoy and have experience working with children.

**Program Director:** Only open to returning staff. Coordinates camp program schedule with the counselors. Organizes special programs at camp. Keeps track of program equipment and program supplies. Schedules staff work schedule. Supervises staff during activities. Helps counselors plan activities. Reminds counselors of their activities. Assists the Director as needed. The Program Director should have experience with the Unalayee program and counseling and experience in a supervisory position in outdoor settings.

**Counselor-In-Training (CIT) Director:** Only open to returning staff. Plans, designs, and runs our counselor-in-training/leadership training program. Teaches wilderness, counseling, backpacking, group-management, and conflict resolution skills to 16 and 17 year olds. Evaluates the participants' growth and skill development. The CIT Director should have experience with the Unalayee program, counseling, and experience in a supervisory position in outdoor settings.

**Stewardship Director:** Works with the Director and the Basin Stewardship Committee to develop and implement a plan to ensure the long-term well being of the Mosquito Lake Basin. Does assesment of the Mosquito Lake Basin, creates test plots for future projects, helps develops projects, and integrates stewardship activities into camper programming.

**Walkabout Leader:** Plans route and programming of, does recruitment for, and leads an extended backpacking trip that spans at least two Unalayee sessions. Position involves planning and recruitment work through out the winter and spring. Leader must be able to communicate with potential parents and campers before the camp season. Leader must have extensive prior backpacking experience and strong wilderness and navigation skills.