

# 2023 Open Positions for Camp Kirby Summer Staff

**Job Title (number of positions available):** Brief job description, qualifications, and salary. As positions are filled, our needs may change. Check back for updates frequently.  
Updated: 5/3/23

## **Coordinator (Supervisory) Positions**

**Kitchen Coordinator/Head Cook: (1)** Responsibilities include implementing the pre-approved menu, food ordering within a prescribed budget, meal preparation, kitchen maintenance, inventory, and primary supervision of all kitchen staff. MUST be 21 years old, have a current Food Handler's Permit, and prior supervisory experience. \$3,250/season

## **Counseling Positions**

**Day Camp Counselor/Unit Resource: (2)** Responsible for daily supervision of a group of six to ten campers in all phases of the day camp program. Includes supervising all activities, facilitating daily schedules, and ensuring that campers' needs are met. Day Camp Counselors will also have Unit Resource responsibilities within the Resident Camp Program when Day Camp is not running. Must be at least 17 years old. \$2,500/season

**Resident Camp Cabin Counselor: (8)** Responsible for 22-hour/day supervision of a group of six to ten campers in all phases of the camp program. Includes facilitating daily schedules and supervising all activities including overnight campouts. Please see Employment Guide for specifics on our different age groups. Must be at least 18 years old. \$2,750/season

## **Activity Program Specialist Positions**

**Music and Drama Specialist: (1)** Responsibilities include supervising campers in our Music and Drama program area. This includes providing age-appropriate activities geared towards inspiring campers with an appreciation for the arts (specifically music and drama). Other responsibilities include participating in planning, implementation, and supervision of camp program activities, cabin counselor break coverage, campout assistance, and other duties as assigned. Must be at least 18 years old. \$2,750/season

## **Support Staff Positions**

**Assistant Cook: (2)** Responsible for assisting the cook with food preparation, kitchen maintenance, and other duties as assigned. MUST have a current Food Handler's Permit. Must be at least 18 years old. \$2,750/season

**Kitchen Aide/Dishwasher: (1)** Responsible for proper washing of all camp dishes, putting all dishes away, assisting with cleaning the kitchen, dish-pit maintenance, assisting the cooks with food preparation, kitchen maintenance, and other duties as assigned. Other duties include but are not limited to assisting OLS staff with campouts. MUST have a current Food Handler's Permit. Must be at least 17 years old. \$2,500/season

**Unit Resource: (3)** Responsible for covering breaks for multiple cabin counselors throughout the day, and providing proper supervision for the campers. Other responsibilities include participating in planning, implementation, and supervision of camp program activities, campout assistance, acting as an overall resource for their assigned unit, and other duties as assigned. Must be at least 17 years old. \$2,500/season