

**HERMANN SONS LIFE-CAMP**  
**Job Descriptions**

## Summary of Staff Job Descriptions

The Executive Director is responsible for the development, implementation and evaluation of all phases of the Camp program.

The Camp Director is responsible for the daily operation of Camp including the implementation of the program and the supervision of campers and staff.

The Assistant Camp Director assists the Camp Director in all phases of Camp.

The Senior Counselor supports staff in camper guidance, helps with program implementation and acts as a leader and role model for counselors.

The Program Assistant performs programming related office tasks, leads program implementation and acts as a leader and role model for counselors.

The Counselor is an instructor of activities, a leader of special programs and events, responsible for the care and supervision of the campers and is the most vital element in the delivery of the Camp program to campers.

The Waterfront, Target, Craft, Nature, Sport and Cheer Specialists are counselors who are responsible for instruction development, supply inventory and risk management in the areas they supervise.

The Junior Counselor has completed the Counselor-In-Training program and performs counselor duties.

The Canteen Clerk is responsible for a variety of office duties including telephone operation, mail distribution, Canteen sales, office housekeeping, filing and greeting guests.

The Health Management Coordinator is responsible for health management operations and coordinates supplies, weekly orientation of nurses and quality assurance of the health management program.

The Health Manager is responsible for camper and staff health care, supervision of the clinic and implementation of the Health Care plan.

The Clinic Attendant assists the Health Manager in the duties of health care.

The Food Services Director is responsible for the development and supervision of the Camp food service operation.

The Food Service Manager is responsible for meal preparation, kitchen staff supervision and the Camp food service facility.

Food Service Workers are responsible for helping cooks to prepare and serve meals and clean the food service facility.

The Maintenance Director is responsible for the maintenance of the Camp facilities including maintenance and improvement projects.

The Maintenance Manager assists the Maintenance Director in the duties of maintenance supervision and management.

Maintenance Workers are responsible for the grounds and general maintenance duties of Camp.

The Facilities Director is responsible for the care of the facilities including well management, pool maintenance and housekeeping.

Housekeepers are responsible for the custodial maintenance of Camp.

The Administrative Assistant assists the Executive Camp Director with office management and other special tasks.

# STAFF JOB DESCRIPTION

JOB TITLE: Camp Director

SUPERVISED BY: Executive Camp Director

RESPONSIBLE FOR: Operation of Camp facility and program

## General Responsibilities

Responsible for the daily operation of the Camp program and supervision of the campers and staff within the realms of the Camp mission.

Report to and update the Executive Camp Director.

## Specific Duties

### **Sunday**

Prepare staff and materials for Sunday registration.

Communicate with parents during registration.

Prepare and deliver to the Executive Camp Director all necessary materials including camper totals, picture lists and money and Canteen sales.

Verification of no-shows.

Check with Health Manager concerning campers with special needs.

Lead opening ceremonies.

### **Daily**

Make list for Comfort town run.

Deliver incident/accident reports to Administrative Assistant by noon.

Evaluate staff using performance-coaching techniques.

Practice risk management procedures.

Interact with campers.

Oversee program implementation.

Oversee CIT program.

Confer with Executive Camp Director.

### **Weekly**

Conduct necessary senior staff meetings.

Conduct special meetings as needed.

Welcome Youth Activity Committee members, other Grand Lodge dignitaries and other guests and ensure their stay is pleasant.

Turn in payroll lists.

Complete necessary staff appraisals and appraisal interviews.

Conduct continuing education sessions as needed.

### **Saturday**

Closing ceremony with parents.

Staff meeting and paychecks.

Review duties with senior staff on duty for weekend.

### Essential Job Functions

Must possess the character and morals to be a good role model for campers and staff.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must be able to communicate with parents, campers and staff.

Must be able to move about the Camp property to supervise staff and campers.

Must possess the knowledge and character to carry out the directions of the Executive Camp Director pertaining to the management of the Camp program and facility.

### Qualifications

At least 25 years of age

Hermann Sons Life-Camp senior staff experience or any camp director or professional youth leadership experience with interest in a youth leadership profession.

### Training, Support & Resources

Senior staff orientation

Administrative staff manual

Off-season administrative planning meetings

Executive Camp Director and Home Office officers

## STAFF JOB DESCRIPTION

JOB TITLE: Assistant Camp Director

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Assist with operation of Camp facility and program

### General Responsibilities

Responsible for assisting with the daily operation of the Camp program and supervision of the campers and staff within the realms of the Camp mission.

Report to and update the Camp Director.

Specific Duties      *Assist the Camp Director with:*

### **Sunday**

Prepare staff and materials for Sunday registration.

Communicate with parents during registration.

Prepare and deliver to the Executive Camp Director all necessary materials, including camper totals, picture lists and money and Canteen sales.

Verification of no-shows.

Check with Health Manager concerning campers with special needs.

Lead opening ceremonies.

### **Daily**

Make list for Comfort town run.

Deliver incident/accident reports to Office Clerk by noon.

Evaluate staff using performance-coaching techniques.

Practice risk management procedures.

Interact with campers.

Oversee program implementation.

Oversee CIT program.

Confer with Camp Director and Executive Camp Director.

### **Weekly**

Conduct necessary senior staff meeting.

Conduct special meetings as needed.

Welcome Youth Activity Committee members, other Grand Lodge dignitaries and other guests and ensure their stay is pleasant.

Turn in payroll lists.

Complete necessary staff appraisals and appraisal interviews.

Conduct continuing education sessions as needed.

### **Saturday**

Closing ceremony with parents.

Staff meeting and paychecks.

Review duties with senior staff on duty for weekend.

### Essential Job Functions

Must possess the character and morals to be a good role model for campers and staff.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must be able to communicate with parents, campers and staff.

Must be able to move about the Camp property to supervise staff and campers.

Must possess the knowledge and character to carry out the directions of the Executive Camp Director pertaining to the management of the Camp program and facility.

### Qualifications

At least 21 years of age

Hermann Sons Life-Camp senior staff experience with interest in a youth leadership profession a plus.

### Training, Support & Resources

Senior staff orientation

Administrative staff manual

Off-season administrative planning meetings

Camp Director and Executive Camp Director

## STAFF JOB DESCRIPTION

JOB TITLE: Program Assistant

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Assisting with the implementation of the Camp program

### General Responsibilities

Generation and distribution of necessary forms and schedules.

Activity supply coordination.

Assist with nightly program activities.

### Specific Duties

Set up and coordinate all nightly program activities.

Lead nightly program activities, morning wake up shows and other  
Camp events when assigned.

Distribute finals lists, fill out ribbons, tally results, prepare beads and record special  
award winners.

Lead schedule changes.

Complete the following office tasks, reports or computer-generated information:

Transfer ASCII file information to computer

Camper dorm assignments

Input, print and distribute medic-alert information

Generate, print and distribute camper activity cards, class rosters, and  
staff assignments.

### Essential Job Functions

Must possess the character and morals to be a good role model for campers and  
staff.

Must possess the physical energy needed to perform duties during a 15-hour  
day, 6-day week.

Must possess the knowledge and character to carry out the directions of the  
Camp Director pertaining to computer operations and the supervision  
of Camp staff.

### Qualifications

At least 18 years of age.

Past Hermann Sons Life-Camp experience or any camp or recreational  
programming experience.

### Training, Support & Resources

Administrative Staff Manual

Senior Staff Orientation

Camp Director, Assistant Camp Director, Executive Camp Director



## STAFF JOB DESCRIPTION

JOB TITLE: Senior Counselor

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Act as a resource to counselors and campers

### General Responsibilities

Be an example and resource to counselors.

Help with campers in dorms and activities.

Assist with nightly program activities.

### Specific Duties

Be an example of the exemplary counselor.

Help with campers. Be a resource for homesickness, conflict resolution, recognition and other camper issues.

Lead nightly program activities, morning wake up shows and other Camp events when assigned.

Assist with CIT program instruction.

### Essential Job Functions

Must possess the character and morals to be a good role model for campers and staff.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess the knowledge and character to carry out the directions of the Camp Director.

### Qualifications

At least 18 years of age.

Past Hermann Sons Life-Camp experience or any Camp or recreational programming experience.

### Training, Support & Resources

Administrative Staff Manual

Senior Staff Orientation

Camp Director, Assistant Camp Director, Executive Camp Director

## STAFF JOB DESCRIPTION

JOB TITLE: Waterfront Manager

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Implementation and supervision of Waterfront Program

### General Responsibilities

- Assist with development of waterfront program
- Ensure a safe water environment at the pool and river
- Swimming and canoeing instruction

### Specific Duties

- Supervise all waterfront activities and instructional or leadership staff.
- Maintain a safe waterfront environment.
- Maintain correct lifeguard and spotter ratios in proper positions communicating with Director concerning water elements in the Camp program.
- Conduct buddy checks every 20 minutes during free swims.
- Ensure all rescue equipment is in good repair and displayed properly.
- Develop and conduct continuing education sessions for lifeguards, completing and submitting appropriate paperwork.
- Assist with maintenance of waterfront.
- Keep proper records as required by Camp, the Texas Department of Health and the American Camp Association.
- Assist in scheduling lifeguards and spotters.
- Train WSI aides and rank instruction level by thorough observation at orientation and provide list to Director.
- Teach swimming and canoeing classes each week.
- Ensure that all are following the lesson plans and risk management procedures.
- Manage activity equipment and supplies.

### Essential Job Functions

- Must possess the personality, character and morals to be a good role model for campers and staff.
- Must be able to communicate with campers and staff.
- Must be able to move about the waterfront areas.
- Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.
- Must possess the knowledge and character to carry out the directions of the Camp Director pertaining to waterfront activities and the supervision of Camp staff.

### Qualifications

American Red Cross (or equivalent) certifications in the following:

Water Safety Instructor

Lifeguard Training

First Aid

CPR for the Professional Rescuer

Lifeguard Management Module

(Small Craft Safety)

(Waterfront Module)

Previous experience as a waterfront supervisor

21 years of age recommended

### Training, Support & Resources

Administrative Staff Manual

Senior Staff Orientation

Executive Camp Director, Camp Director, Assistant Camp Director

American Red Cross

## **STAFF JOB DESCRIPTION**

JOB TITLE: Counselor

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Camper supervision, activity instruction and leading program events.

### Specific Duties

Supervise campers in dorm and daily living activities.

Teach activities using lesson plans.

Lead campers in nightly program events.

Communicate with parents.

Be a positive representative of Camp in the performance of duties and during time off.

Act as a mentor to counselors-in-training.

Complete other duties as specified in the Staff Manual.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must live in a dorm and communicate with campers and staff.

Must be able to move about Camp to activity and program areas.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

### Qualifications

18 years of age or high school graduate who was a Junior Counselor the previous summer

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Senior Staff

## STAFF JOB DESCRIPTION

JOB TITLE: Target Specialist

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Activities within the Target Group

### General Responsibilities

Group activity instruction and management

### Specific Duties

Ensure that safe and entertaining instruction is being provided.

Manage equipment and supplies.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must communicate with campers and staff.

Must be able to move about activity area.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess talent to create a safe and entertaining environment within the activity group.

### Qualifications

Hermann Sons Life-Camp Counselor

Current National Archery Association Certification

Current National Rifle Association Certification

Current Standard First Aid & CPR Certification

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Activity Lesson Plans

Senior Staff

## STAFF JOB DESCRIPTION

JOB TITLE: Water Specialist

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Activities within the Water Group

### General Responsibilities

Group activity instruction and management

### Specific Duties

Ensure that safe and entertaining instruction is being provided.

Manage equipment and supplies.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must communicate with campers and staff.

Must be able to move about activity area.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess talent to create a safe and entertaining environment within the activity group.

### Qualifications

Hermann Sons Life-Camp Counselor

Current Water Safety Instructor Certification

Current Lifeguard Certification

Current Standard First Aid & CPR Certification

Current Lifeguard Management Certification

Current Small Craft Safety Certification (girls camp only)

Current Waterfront Lifeguard Certification (girls camp only)

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Activity Lesson Plans

Senior Staff

## STAFF JOB DESCRIPTION

JOB TITLE: Craft Specialist

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Activities within the Craft Group

### General Responsibilities

Group activity instruction and management

### Specific Duties

Ensure that safe and entertaining instruction is being provided.

Manage equipment and supplies.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must communicate with campers and staff.

Must be able to move about activity area.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess talent to create a safe and entertaining environment within the activity group.

### Qualifications

Hermann Sons Life-Camp Counselor

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Activity Lesson Plans

Senior Staff

## **STAFF JOB DESCRIPTION**

JOB TITLE: Nature Specialist

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Activities within the Nature Group

### General Responsibilities

Group activity instruction and management

### Specific Duties

Ensure that safe and entertaining instruction is being provided.

Manage equipment and supplies.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must communicate with campers and staff.

Must be able to move about activity area.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess talent to create a safe and entertaining environment within the activity group.

### Qualifications

Hermann Sons Life-Camp Counselor

Current Standard First Aid & CPR Certification

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Activity Lesson Plans

Senior Staff



## STAFF JOB DESCRIPTION

JOB TITLE: Sport Specialist

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Activities within the Sport Group

### General Responsibilities

Group activity instruction and management

### Specific Duties

Ensure that safe and entertaining instruction is being provided.

Manage equipment and supplies.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must communicate with campers and staff.

Must be able to move about activity area.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess talent to create a safe and entertaining environment within the activity group.

### Qualifications

Hermann Sons Life-Camp Counselor

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Activity Lesson Plans

Senior Staff

## **STAFF JOB DESCRIPTION**

JOB TITLE: Cheer Specialist

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Activities within the Cheer Group

### General Responsibilities

Group activity instruction and management

### Specific Duties

Ensure that safe and entertaining instruction is being provided.

Manage equipment and supplies.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must communicate with campers and staff.

Must be able to move about activity area.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess talent to create a safe and entertaining environment within the activity group.

### Qualifications

Hermann Sons Life-Camp Counselor

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Activity Lesson Plans

Senior Staff

## **STAFF JOB DESCRIPTION**

JOB TITLE: Junior Counselor

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Camper supervision, activity instruction and leading program events.

### Specific Duties

Supervise campers in dorm and daily living activities.

Teach activities using lesson plans.

Lead campers in nightly program events.

Communicate with parents.

Be a positive representative of Camp in the performance of duties and during time off.

Complete other duties as specified in the Staff Manual.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model and a caring, conscientious supervisor for campers.

Must live in a dorm and communicate with campers and staff.

Must be able to move about Camp to activity and program areas.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

### Qualifications

17 years of age and past participation in CIT program.

### Training, Support & Resources

Staff Manual

Staff Orientation

Continuing Education

Senior Staff

## STAFF JOB DESCRIPTION

JOB TITLE: Administrative Assistant

SUPERVISED BY: Executive Camp Director

RESPONSIBLE FOR: Assist the Executive Camp Director with office management work

### General Responsibilities

Manage certain administrative office work and duties and other tasks as assigned by the Executive Director

### Specific Duties

#### HEALTH SERVICES

Supply ordering

Accident analysis

Camper incident and medical insurance reporting

Staff incident and worker's compensation insurance reporting

#### PAYROLL

#### PURCHASING

Supply purchasing

Bills and expenditures

Purchase orders

#### EMPLOYMENT FILE MANAGEMENT

#### TOWN RUNS

Comfort daily and San Antonio weekly

#### ASSIST WITH OTHER TASKS

Correspondence

Bank deposits

Special assigned projects

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to answer phone, communicate with the calling party and take and deliver messages.

Must possess the physical energy needed to perform duties during a 8-hour day, 40-hour week.

Must be able to operate computer to complete tasks.

### Qualifications

21 years of age recommended.

Strong organizational skills a plus.

### Training, Support & Resources

Staff Manual

Executive Camp Director

# STAFF JOB DESCRIPTION

JOB TITLE: Canteen Clerk

SUPERVISED BY: Camp Director

RESPONSIBLE FOR: Canteen Management and Office Duties

## General Responsibilities

1. Canteen sales
2. Office duties

## Specific Duties

1. Canteen sales to campers, parents and staff.
2. Handle stock and cash flow of Canteen.
3. Answer phone and take messages.
4. Prepare outgoing mail, sort and distribute incoming mail.
5. Make PA announcements.
6. Organize, clean, store and return lost and found.
7. Keep office and Canteen area neat and clean.
8. Inspection of cabins for "Clean for Ice Cream" program.

## Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about Camp in performance of duties.

Must be able to answer phone, communicate with the calling party and take and deliver messages.

Must possess the physical energy needed to perform duties during a 8-hour day, 40-hour week.

Must be able to lift 25 pounds

Must be able to manage the Camp Canteen (stocking, sales, tabulation).

## Qualifications

At least 15 years of age.

Some Hermann Sons Life-Camp experience and strong organizational skills a plus.

## Training, Support & Resources

Staff Manual & Orientation

Senior Staff

## **STAFF JOB DESCRIPTION**

JOB TITLE: Health Management Coordinator  
SUPERVISED BY: Executive Camp Director  
RESPONSIBLE FOR: Management of supplies and training

### General Responsibilities

Plan and prepare for clinic operations

### Specific Duties

Order supplies and keep clinics stocked throughout the summer.  
Assist with training.  
Keep clinic safe and clean.  
Communicate with Executive Camp Director, Camp Director and other staff.  
Assist in maintaining consistency in clinics across sessions.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.  
Must be able to move about Camp in performance of duties.  
Must be able to communicate parents and campers.  
Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.  
Must possess the knowledge to evaluate and treat camper and staff injury and illness.

### Qualifications

21 years of age recommended.  
Emergency Responder certification, minimum requirement.  
At least 3 years of experience recommended.

### Training, Support & Resources

Staff Manual & Orientation  
Health Manager, Director's Staff  
Medical manuals

## STAFF JOB DESCRIPTION

JOB TITLE: Health Manager  
SUPERVISED BY: Camp Director  
RESPONSIBLE FOR: Operation of clinic

### General Responsibilities

Treat minor injuries and illnesses and refer more serious to doctor.  
Dispense prescription medication.

### Specific Duties

Be available on site at all times.  
Treat minor illnesses and injuries of campers and staff.  
Refer more serious illnesses and injuries to a doctor or hospital.  
Keep clinic safe and clean.  
Communicate with Camp Director and other staff.  
Collect medication during Sunday registration.  
Make Camp Director aware of any health related problems in the Camp facility or program.  
Inform Executive Director of any areas of concern or review in the Risk Management or Health Services program.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.  
Must be able to move about Camp in performance of duties.  
Must be able to communicate parents and campers.  
Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.  
Must possess the knowledge to evaluate and treat camper and staff injury and illness.

### Qualifications

21 years of age recommended.  
MD, RN, LVN (with emergency first aid training or experience), EMT or Paramedic.

### Training, Support & Resources

Staff Manual & Orientation  
Director's Staff  
Medical manuals

## **STAFF JOB DESCRIPTION**

JOB TITLE: Clinic Assistant  
SUPERVISED BY: Health Manager  
RESPONSIBLE FOR: Assist in operation of clinic

### General Responsibilities

Assist Health Manager in the treatment of minor injuries and illnesses.  
Assist with the collection and dispensing of prescription medication.

### Specific Duties

Treat minor illnesses and injuries of campers and staff.  
Refer more serious illnesses and injuries to the Health Manager.  
Keep clinic safe and clean.  
Communicate with Camp Director and other staff.  
Assist with collection of medication during Sunday registration.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.  
Must be able to move about Camp in performance of duties.  
Must be able to communicate with parents and campers.  
Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.  
Must possess the knowledge to evaluate and treat camper and staff injury and illness.

### Qualifications

21 years of age recommended  
Emergency Responder certification, minimum requirement

### Training, Support & Resources

Staff Manual & Orientation  
Health Manager, Director's Staff  
Medical manuals



## **STAFF JOB DESCRIPTION**

JOB TITLE: Food Service Director

SUPERVISED BY: Executive Camp Director

RESPONSIBLE FOR: Development and supervision of Food Service program

### General Responsibilities

Develop menus

Order food

Supervise kitchen staff

### Specific Duties

Develop menus for both sites using as a guide nutrition, cost, preparation time and child preferences.

Order food and coordinate deliveries.

Assist in planning and implementation of kitchen staff orientation.

Supervise daily routines and staff to insure high performance level.

Attend continuing education events when possible.

Participate in staff meetings when called on.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about food service facility in performance of duties.

Must be able to communicate with parents and campers.

Must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Must possess the knowledge to carry out the directions of the Executive Camp Director pertaining to the management of food services.

### Qualifications

21 years of age recommended.

Past Hermann Sons Life-Camp Kitchen Manager experience or other food service director experience.

### Training, Support & Resources

Staff Manual & Orientation

Executive Camp Director

## **STAFF JOB DESCRIPTION**

JOB TITLE: Food Service Manager

SUPERVISED BY: Food Services Director

RESPONSIBLE FOR: Supervision of site food service facility

### General Responsibilities

Lead meal preparation

Supervise cleaning

Supervise staff

### Specific Duties

Lead kitchen staff in meal preparation, clean-up and other duties related to meal preparation.

Communicate with the Food Services Director.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about food service facility in performance of duties.

Must be able to lift 25 pounds

Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.

Must be able to read and follow instructions needed in food preparation and kitchen maintenance.

### Qualifications

21 years of age recommended.

Past Hermann Sons Life-Camp kitchen experience or other food service experience.

### Training, Support & Resources

Staff Manual & Orientation

Food Service Director

## **STAFF JOB DESCRIPTION**

JOB TITLE: Food Service Worker

SUPERVISED BY: Kitchen Manager

RESPONSIBLE FOR: Assist with routine kitchen and dining hall duties

### General Responsibilities

Dining hall and/or kitchen duties

### Specific Duties

DINING HALL duties include sweeping, mopping, windows, cleaning and setting Tables and clearing after the meal.

KITCHEN duties include dishwashing, washing of pots and pans, general cleaning, meal preparation assistance and condiment stocking.

OTHER DUTIES include trash disposal, serving meals, punch and snack break and involvement in special Camp events.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about food service facility in performance of duties.

Must be able to lift 25 pounds

Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.

Must be able to read and follow instructions needed in food preparation and kitchen maintenance.

### Qualifications

At least 15 years of age.

### Training, Support & Resources

Staff Manual & Orientation

Kitchen Manager, Food Service Director

## STAFF JOB DESCRIPTION

JOB TITLE: Maintenance Director

SUPERVISED BY: Executive Camp Director

RESPONSIBLE FOR: Development and implementation of the maintenance management program.

Plan and implement all facility work on the Riverside and Hilltop sites. Plan both the summer and off-season maintenance program. Train staff and implement programs to maintain an efficient, safe, cost-effective and well-groomed facility. Communicate with the Executive Camp Director concerning all major projects including the employment of staff.

Chief areas include:

- Landscaping
- Equipment maintenance
- Building maintenance
- Activity area maintenance
- Natural gas system maintenance
- Project development
- Continuing education

### Essential Job Functions

- Must possess the personality, character and morals to be a good role model for campers.
- Must be able to move about facility in performance of duties.
- Must be able to lift 25 pounds
- Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.
- Must be able to communicate with and supervise staff.
- Must possess the knowledge to carry out the directions of the Executive Director pertaining to the management of the Camp maintenance program.

### Qualifications

- At least 21 years of age.
- Facilities management experience recommended.

### Training, Support & Resources

- Staff Manual & Orientation
- Educational training
- Executive Camp Director

## STAFF JOB DESCRIPTION

JOB TITLE: Maintenance Manager

SUPERVISED BY: Maintenance Director

RESPONSIBLE FOR: Assist with supervision of the summer maintenance program

### General Responsibilities

Assist in developing routine for summer maintenance program

Supervise maintenance staff

### Specific Duties

Supervise maintenance workers.

Assist in overseeing required maintenance of Camp including grounds, building, activity areas, vehicles, equipment and other areas.

Assist in the completion of required paperwork.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about facility in performance of duties.

Must be able to lift 25 pounds

Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.

Must be able to read and follow instructions necessary to perform Camp maintenance tasks.

### Qualifications

18 years of age recommended.

### Training, Support & Resources

Staff Manual & Orientation

Maintenance Director

# STAFF JOB DESCRIPTION

JOB TITLE: Maintenance Worker  
SUPERVISED BY: Maintenance Director  
RESPONSIBLE FOR: Routine maintenance duties

## General Responsibilities

Grounds maintenance, general Camp maintenance and janitorial duties.

## Specific Duties

GROUNDS MAINTENANCE – Responsible for mowing and trimming each Camp weekly. Additional duties may include tree trimming, weed and fire ant spraying, path maintenance and other such tasks related to the Camp grounds.

GENERAL CAMP MAINTENANCE – Responsible for daily facility repairs, assisting with vehicle and pool maintenance, program setup assistance, chemical and garbage needs and any other tasks deemed necessary by the Maintenance Director.

JANITORIAL – Responsible for the daily cleaning of the camper and public bathrooms. Duties include sweeping, mopping, cleaning and disinfecting of toilets and urinals, sinks, showers and other areas needed, trash removal, window and mirror cleaning and other duties related to the bathrooms.

## Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about facility in performance of duties.

Must be able to lift 25 pounds

Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.

Must be able to read and follow instructions necessary to perform Camp maintenance tasks.

## Qualifications

15 years of age recommended.

## Training, Support & Resources

Staff Manual & Orientation

Maintenance Director & Manager

## STAFF JOB DESCRIPTION

JOB TITLE: Facilities Director

SUPERVISED BY: Executive Camp Director

RESPONSIBLE FOR: Development and implementation of the Facilities Management program.

Plan and implement all facility work on the Riverside and Hilltop sites. Plan both the summer and off-season maintenance program. Train staff and implement programs to maintain an efficient, safe, cost-effective and well-groomed facility. Communicate with the Executive Camp Director concerning all major projects including the employment of staff.

Chief areas include:

- Housekeeping
- Landscaping
- Equipment maintenance
- Swimming pool maintenance
- Activity area maintenance
- Water system maintenance
- Project development
- Preparation for special events or groups
- Continuing education

### Essential Job Functions

- Must possess the personality, character and morals to be a good role model for campers.
- Must be able to move about facility in performance of duties.
- Must be able to lift 25 pounds
- Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.
- Must be able to communicate with and supervise staff.
- Must possess the knowledge to carry out the directions of the Executive Director pertaining to the management of the Camp maintenance program.

### Qualifications

- At least 21 years of age.
- Facilities management experience recommended.

### Training, Support & Resources

- Staff Manual & Orientation
- Educational training
- Executive Camp Director

## STAFF JOB DESCRIPTION

JOB TITLE: Housekeeper

SUPERVISED BY: Facilities Director

RESPONSIBLE FOR: Routine janitorial duties

### General Responsibilities

Janitorial upkeep of facilities

### Specific Duties

JANITORIAL – Responsible for the daily cleaning of the camper and public bathrooms. Duties include sweeping, mopping, cleaning and disinfecting of toilets and urinals, sinks, showers and other areas needed, trash removal, window and mirror cleaning and other duties related to the bathrooms.

### Essential Job Functions

Must possess the personality, character and morals to be a good role model for campers.

Must be able to move about facility in performance of duties.

Must be able to lift 25 pounds

Must possess the physical energy needed to perform duties during an 8-hour day, 40-hour week.

Must be able to read and follow instructions necessary to perform Camp maintenance tasks.

### Qualifications

15 years of age recommended.

### Training, Support & Resources

Staff Manual & Orientation

Facilities Director