

# Colvig Silver Camps

## Program Staff Job Descriptions

### Program Coordinator

**Minimum Age:** 21 years of age, preferably college junior

**Terms of Employment:** Coordinators are hired for 11 weeks, unless contracted otherwise

**Salary:** \$3,025, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night each week, plus two days between sessions

**Number Hired:** 4, one for each age group

**Responsibilities:**

Program Coordinators can also be called "Age Group Supervisors", and are in charge of daily operations for each age group. Their primary responsibility is to organize and implement their camp's daily schedule with input from both staff and campers. Coordinators supervise a staff of 5-10 counselors and assistant counselors, up to 40 campers, and may also be assigned their own cabin unit of campers (although this is not usually the case). Program Coordinators will strive to utilize their staff's strengths in providing new challenges and exciting activities for campers. They must be familiar with all areas of CSC's in camp and wilderness tripping programs (of course there will be support from administrative staff) and must be physically capable of leading backcountry wilderness trips.

Program Coordinators will communicate daily with administrative staff to coordinate their in-camp and out-of-camp activities, as well as to discuss problems, questions or other concerns that may arise. It is crucial that they be able to support and carry out camp policies and philosophies within the guidelines set during staff training. Coordinators are partially responsible for enforcing rules and camp policies concerning staff and campers. Other responsibilities include preparing for weekly staff meetings, writing and collecting articles for camp newsletters, distributing camper and staff mail, collecting weekly letters home from staff and campers, participating in daily activities, planning evening programs, leading wilderness trips, helping plan all-camp special days, working with support staff on scheduling and activity ideas, and helping to evaluate staff and programs through both formal and informal means. Program Coordinators must have current First Aid, CPR, and Lifeguard Certifications.

Each Program Coordinator must be a catalyst and tremendous role model for campers and staff alike, who will look to them for leadership, direction, and support throughout the summer. This is a good way to develop and use early management, organizational and administrative skills. Generally, coordinators have worked for us for at least one summer and are familiar with our goals, philosophies, and programs.

### Pathfinding Instructor

**Minimum Age:** 21 years of age, preferably a college junior

**Terms of Employment:** Pathfinding Coordinators are hired for 11 weeks unless contracted otherwise

**Salary:** \$3,135 plus room, board, laundry and travel allowance

**Time Off:** Three days between sessions

**Number Hired:** 1-2 males and 1-2 females, depending on enrollment

**Responsibilities:**

Pathfinding Instructors are responsible for a group of 6-12 campers, grades 9-11, on a four week wilderness expedition through alpine terrain in the San Juan Mountains of Southwest Colorado. Responsibilities include being aware of and tending to physical and emotional safety and well being of campers, teaching basic outdoor skills (e.g. low-impact camping, map and compass), preparing trip menus and working with Expedition Coordinators, working with Program Directors to communicate needs and discussing problems that may arise within the group, and facilitating leadership roles and continuously working on group dynamics.

Pathfinding Instructors must be physically capable of leading challenging trips in the wilderness, and must be interested in and/or knowledgeable about outdoor skills such as topographic map reading, outdoor cooking, backpacking techniques, minimum impact camping, etc. Knowledge of the environment and nature's processes is beneficial. Trip leading and personal wilderness travel experience is essential, as the trip itinerary consists of 25 straight nights in the wilderness with 3 re-supply drops along the way. Instructors must hold a current driver's license and have current Wilderness First Responder and CPR certifications through a recognized first aid provider.

CSC staff are asked to consistently provide positive, creative, and meaningful direction to the young lives with which they are entrusted. It is imperative that they be able to support established camp policies and promoted programs. This job is emotionally and physically demanding, as you will work 24 hours a day seven days a week out in the field. However, the rewards of such an experience for both camper and staff are exceptional. Be prepared to have more fun than you have ever had and to give more of yourself than you could ever imagine!

## Head Counselor

**Minimum Age:** 21 years of age, preferably a college junior

**Terms of Employment:** Head Counselors are hired for 10 weeks unless contracted otherwise

**Salary:** \$2,500, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night each week, plus two days between sessions

**Number Hired:** 15-20 males and 15-20 females, depending on enrollment

### **Responsibilities:**

The primary responsibility of a Head Counselor is to ensure the physical safety and emotional well-being of campers in their care. Specific duties can be broken down into three categories: living in a cabin with 4-6 campers; planning and leading traditional in-camp activities; and co-leading 3-5 day out-of-camp wilderness trips. Following is a brief description of each.

Each counselor is assigned to a specific age group or "camp", each of which is housed in a distinct group of cabins. Head Counselors live in a cabin with 4-6 campers and are responsible for these campers at specific times such as rest hour after lunch, getting them to bed at night, getting them up and ready in the morning, bringing them to and from meals, making sure they are clean and healthy, etc. During in-camp activity periods, counselors plan and lead activities which are offered to campers in their age group. It is important to understand that the camp does not pre-schedule activities for the campers; instead, the counseling staff of each age group is responsible for creating and maintaining a diversified offering of activities. It is essential that every counselor be prepared to brainstorm, plan, schedule, and implement their age group's program, with input both from campers and other staff. Creativity and enthusiasm are a must!

About half of the time (time varies slightly with age group) will be spent leading 3-5 day out-of-camp backcountry wilderness trips. Counselors must be physically capable of leading challenging trips in the wilderness, and must be interested in and/or knowledgeable about basic outdoor skills such as topographic map reading, outdoor cooking, backpacking techniques, minimum impact camping, etc. While counselors do not need to be knowledgeable in all areas of our wilderness program, some experience is essential. Staff training will fill in the gaps. Head Counselors must hold a current driver's license and have current certifications in recognized first aid and CPR courses.

Head Counselors are asked to consistently provide positive, creative, and meaningful direction to the young lives with which they are entrusted, within the philosophies of Colvig Silver Camps. It is imperative that they be able to support established camp policies and promoted programs. Counseling is a 24-hour per day job with rewards proportionate to what is given. Be prepared to have more fun than you have ever had and to give more of yourself than you could ever imagine!

## Assistant Counselor

**Minimum Age:** 18 years of age, completed freshman year of college or equivalent experience

**Terms of Employment:** Assistant Counselors are hired for 10 weeks, unless contracted otherwise

**Salary:** \$2,250, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night off per week, plus two days between sessions

**Number Hired:** 4-6 males, 4-6 females, depending on enrollment

### **Responsibilities:**

Assistant Counselors (AC's) live in a cabin with one Head Counselor and 4-6 campers. Each cabin unit (two cabins together) is generally comprised of two Head Counselors, one Assistant Counselor and 8-12 campers. The AC provides supplemental leadership along with and in the absence of either Head Counselor.

AC's are primarily responsible for dishwashing, monitoring dishwasher temperatures, lodge/kitchen clean-up, regular garbage runs, laundry delivery, and administrative office tasks, all on a scheduled, rotating basis. Approximately one half of their time is spent in scheduled programming with campers, and about half is spent doing the "grunt work". Whenever possible, AC's assist Head Counselors and Coordinators in planning and leading in-camp activities.

The Assistant Counselors are the "backbone" of the camp, filling holes where and when needed in almost every area of the camp operation. Flexibility is the AC's greatest asset. AC's must be physically capable of lifting and carrying heavy loads and assisting in the leadership of 3-5 day backcountry wilderness trips. Again, the rewards for this position are proportionate to the effort, energy and enthusiasm invested. This is a great way to become familiar with camp and the responsibility of being a Head Counselor.

AC's must have current certifications in recognized first aid and CPR courses.

**\*\*ALL SALARIES LISTED ARE FOR THE ENTIRE SUMMER\*\***

### **Key Attributes of CSC Program Staff:**

**Creativity:** we rely on our program staff to not only lead traditional summer camp activities, but also to arrive at camp with a wealth of activity ideas. Be prepared to brainstorm and plan!

**Tirelessness:** this is a 24-hour per day job and you will constantly be on the move

**Patience:** working with children on this type of schedule requires more patience than you can imagine

**Flexibility:** at camp, things very often don't go as planned – are you able to keep smiling and adjust?

**Positive Attitude:** rain or shine, tired or energetic, as planned or winging it, keeping a positive attitude is essential

**Fun-Loving Spirit:** above all, summer camp is about fun – if you're having fun, your campers will be too

**Responsibility:** you are responsible for the health and well being of your campers at all times

# Colvig Silver Camps Support Staff Job Descriptions

## Wrangler & Assistant Wrangler

**Minimum Age:** Wrangler: 21 years of age, preferably a college junior

Assistant Wrangler: 18 years of age, college freshman or equivalent

**Terms of Employment:** Wranglers are hired for 12 weeks unless contracted otherwise

**Salary:** Wrangler: \$3,120; Assistant Wrangler: \$2,820; plus room, board, laundry and travel allowance

**Time Off:** Approximately one night each week, plus two days between sessions

**Number Hired:** one of each

### **Responsibilities:**

The wranglers' primary responsibility is for the safety and welfare of campers (ages 7-17) taking part in the riding program. Riding groups will typically include 4-10 campers and at least one counselor. Counselors will be responsible for managing camper behavior, enabling the wranglers to focus on instruction.

Wranglers are responsible for planning and teaching western-style riding and tack care based on a progression as follows: safety/equipment/basics > arena riding > trail riding. Our philosophy is that campers should not ride until they have first mastered the basics of tack care and grooming (hoof cleaning, brushing, saddling, bridling, etc.) Typically the first activity session with a group of campers will begin with an in-depth discussion of horse safety, then basic tack care/grooming, and if there is time, some arena riding to introduce basic horse control. Ideally, groups progress to half- and full-day trail rides in & around camp (over the course of several activity periods). Both wranglers should expect to be leading groups of campers nearly every morning and afternoon.

Wranglers are also responsible for the care of 10-12 horses and related tack. This includes conditioning horses that have not been ridden during the winter/spring months and working with a farrier and/or veterinarian. The ability to detect illness and injury in horses is essential. Wranglers must be physically capable of lifting saddles, controlling strong horses, lifting bales of hay, etc. Wranglers will be required to have current First Aid and CPR Certifications.

Wranglers will also be asked to assist in other areas of camp when not involved in horse activities. This may include supervising movie nights, washing dishes, assisting staff with other activities, or running errands.

## Expedition Coordinators

**Minimum Age:** 21 years of age, preferably college junior

**Terms of Employment:** The "Expo" Coordinator is hired for 12 weeks, unless contracted otherwise

**Salary:** \$3,120-, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night each week, plus two days between sessions

**Number Hired:** Two

### **Responsibilities:**

The Expedition Coordinators are responsible for planning menus and packing food and equipment for all expedition trips leaving camp. Food is packed following prescribed menu guidelines, and equipment includes standard camping gear (packs, stoves, fuel, cooking utensils, tents, etc.) as well as special equipment (bicycles, canoes, life jackets, paddles, etc.) We offer a wide variety of trips for all age levels (7-17).

The Expo Coordinators also keep a running inventory of food and supplies, coordinates food needs with the central kitchen and prepares orders. He/she must be able to lift heavy boxes overhead, read inventory sheets, make mathematical conversions and work independently. Expo Coordinators will be required to have current First Aid, CPR, and Food Safety Certifications.

This is a very time-consuming job and does not include going on trips or working directly with campers. It involves working alone much of the time, although Assistant Counselors and "gophers" are available to help when necessary. CSC is a wilderness-oriented camp, so most days will involve trips departing or returning. On a typical departure day, three to four groups of 8-11 each will be leaving camp.

## Climbing Instructor

**Minimum Age:** 21 years of age, preferably college junior

**Terms of Employment:** The Climbing Coordinator is hired for 11 weeks, unless contracted otherwise

**Salary:** \$2,805-, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night each week, plus two days between sessions

**Number Hired:** One

**Responsibilities:**

The Rock Climbing/Ropes Course Coordinator is responsible for planning and leading all aspects of our rock climbing and ropes/challenge course programs. This includes an in-camp climbing wall, several initiatives activities including our low ropes challenge course, a variety of in-camp natural rock climbs, day trips to a local climbing area, and overnight trips to more extensive climbing areas. All natural rock that we currently use is sandstone. The Rock Climbing/Ropes Course Coordinator will be required to have current First Aid and CPR Certifications.

Campers range in age from 7-17 and arrive with all levels of rock climbing experience (including none). Rock climbing instruction begins with safety and theory, and progresses from there. Counseling staff will be present at every activity and will be responsible for camper management, allowing the climbing coordinator to focus on leading and instruction. Head and assistant counselors also arrive with varying levels of experience. The Rock Climbing Coordinator is responsible for evaluating and training staff in belaying. Knowledge of equipment inspection and “retiring” is also beneficial. Our program includes only top-rope climbing – it does not include lead climbing or technical mountaineering. As with our other support staff, the Rock Climbing Coordinator will be asked to assist with various other aspects of camp, including supervising movie nights, helping with other activities, washing dishes, etc.

## Arts and Crafts Coordinator

**Minimum Age:** 21 years of age, preferably college junior

**Terms of Employment:** The Arts and Crafts Coordinator is hired for 11 weeks, unless contracted otherwise

**Salary:** \$2,805-, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night off per week, plus two days between sessions

**Number Hired:** One

**Responsibilities:**

The “Art Barn” Coordinator develops arts & crafts programs for all age levels (7-17) and supervises the Art Barn while campers are involved in projects. This will include setting up work areas for specific crafts, coordinating materials and supplies, scheduling groups and projects with input from other staff, giving creative direction to campers and staff, and making sure that everything is put away and organized after each project. The Art Barn Coordinator will take on varying roles with each group as necessary. Some group will need direction through every aspect of a project, while others may simply need materials and supplies to be ready for counseling staff to lead the activity. Some groups may need initial instruction from the Coordinator for the counseling staff to lead the activity. The number of groups using the art barn during any given activity period will depend on the level of leadership needed, the types of projects, the number of participants, and limits set by the Coordinator. Ultimately, the Art Barn Coordinator has discretion regarding the scheduling and leading of any group or project.

Counseling staff is responsible for working with the Coordinator to schedule activities, assisting and managing campers during projects, and for cleanup. The Art Barn Coordinator sets up for activities, leads activities when necessary and oversees cleanup. The Art Barn Coordinator is also responsible for keeping a running inventory of supplies, keeping craft materials and equipment operative and noting items to reorder. The Art Barn Coordinator will be required to have current First Aid and CPR Certifications.

The Art Barn Coordinator should be knowledgeable and skillful in a wide variety of crafts including pottery, leatherwork, beading, collages, lapidary, nature crafts, wood crafts, candle making, batik, tie dyeing, silk screening, painting, photography, etc. There is a standard set of activities offered each summer, for which we pre-order equipment and supplies, and for which we have detailed plans. The coordinator is encouraged to supplement these standard activities with a wide variety of other crafts projects, so long as they fit within the Colvig Silver Camps philosophy and budget. The abilities to visually supervise campers' safety and to creatively motivate others are essential. As with our other support staff, the Art Barn Coordinator will be asked to assist with various other aspects of camp, including supervising movie nights, helping with other activities, washing dishes, etc.

## Range Instructor

**Minimum Age:** 21 years of age, preferably college junior

**Terms of Employment:** The Range Instructor is hired for 11 weeks, unless contracted otherwise

**Salary:** \$2,805-, plus room, board, laundry and travel allowance

**Number Hired:** One

**Responsibilities:**

The Range Instructor is responsible for planning and leading all aspects of our Rifle, Archery, Skeet and Tomahawk programs. This includes an in-camp shooting range, archery range, and field for skeet shooting. The Range Instructor will be required to have current First Aid and CPR Certifications as well as Rifle and Archery certifications.

Campers range in age from 7-17 and arrive with all levels of rifle and archery experience (including none). Archery and rifle instruction begins with safety and theory, and progresses from there. Counseling staff will be present at every activity and will be responsible for camper management, allowing the range instructor to focus on leading and instruction. Typically the first activity session with a group of campers will begin with an in-depth discussion of rifle/archery range safety, then basic commands, then shooting. Head and assistant counselors also arrive with varying levels of experience. The Range Instructor is responsible for evaluating and training staff in commands and range safety. In most activities the range instructor will be focused on developing the camper's skills as well as safety awareness. The Range Instructor can expect to lead activities every morning and afternoon.

The Range Instructor is also responsible for cleaning and caring for firearms, archery, and tomahawk equipment daily. Upon arrival and throughout the summer the Range Instructor will clean and care for all areas involved in the range program: rifle range, archery range, and skeet field, etc.

## **Photographer**

**Minimum Age:** 18 years of age

**Terms of Employment:** The Photographer is hired for 10 weeks, unless contracted otherwise

**Salary:** \$2,585-, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night off per week, plus two days between sessions

**Number Hired:** One

**Responsibilities:**

The Photographer's primary responsibility is to take pictures of both campers and staff throughout the day; manage, edit, and upload the pictures onto the internet; label and organize photos for future use; and to produce various slide shows both during the summer and in the fall. The photographer must be very mobile and thorough each day in order to get as many quality pictures of camp's activities as possible. During the summer, these pictures are uploaded every evening for parents and friends to enjoy, and then are used for marketing and gifts later in the year.

The Photographer should have experience using various types of cameras, photo editing software, basic computer software, as well as some formal training in photographic arts. It is important that the Photographer is very well organized and is able to label and sort photos correctly as well as manage the photography equipment inventory. The Photographer will be required to have current First Aid and CPR Certifications.

As with all support staff members, the Photographer will be asked to assist with various other aspects of camp, including supervising movie nights, helping with other activities, washing dishes, etc.

## **Prep Cook**

**Minimum Age:** 18 years of age

**Terms of Employment:** Prep Cooks are hired for 10 weeks, unless contracted otherwise

**Salary:** \$2,250-, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night off per week, plus two days between sessions

**Number Hired:** 1-2, depending on enrollment

**Responsibilities:**

The prep cook's primary responsibility is the assistance with and safe handling of all in camp meals at the Lodge. The prep cook will work directly with the camp chefs and help prepare meals for up to 200 people per term. The prep cook should be prepared to spend long hours in the kitchen. They will be responsible for pre-meal preparations, serving and refilling the meal dishes, coordinating the "Silver Servers" (campers who help serve the food), and the initial post-meal cleanup.

The prep cooks may also be asked to assist counselors and campers during a food related or kitchen based activity. Prep cooks will be required to have current First Aid, CPR, and Food Safety Certifications.

Prep cooks may also be asked to assist in other areas of camp when not involved with kitchen activities. This may include supervising movie nights, washing dishes, assisting staff with other activities, or running errands.

## **Nanny**

**Minimum Age:** 18 years of age

**Terms of Employment:** Nannies are hired for 11 weeks, unless contracted otherwise

**Salary:** \$2,585-, plus room, board, laundry and travel allowance

**Time Off:** Approximately one night off per week, plus two days between sessions

**Number Hired:** 1-2, depending on enrollment

**Responsibilities:**

The Nanny's primary responsibility is the supervision and caretaking of year-round and/or seasonal staff's children not yet of age to attend camp. This likely includes children ages 1 to 7, and maybe older children in special cases. The Nanny will be responsible for the supervision and caretaking of these children from the time they wake up to bedtime while their parent(s) are on-duty at camp. The Nanny will have downtime during the children's naptime in the afternoon. This schedule will vary per child and their specific needs and parental expectations (these expectations and variances will be shared during staff training/orientation). The nanny will be off-duty once the children are put to bed for the evening and have adequate supervision nearby.

The Nanny will be responsible for feeding the children, keeping them safe, entertained, and occupied throughout the day. The Nanny will be permitted to travel with the kids around camp and participate in activities alongside camp programming as long as they are not interfering with or distracting from camp programming and outcome goals. There are many places around camp that the children will find entertaining (i.e. animals, horses, art barn, lodge basement, play fields, etc.). In rare and special instances the nanny may be permitted to drive the children to the city of Durango to participate in activities there (i.e. rec center, children's museum, playgrounds, etc.).

Nanny candidates must be comfortable with the caretaking of very young children and toddlers. They must be able to calm and care for a crying child, change a diaper, engage with and interact with young children in fun and positive ways, engage in the proper and appropriate discipline, and ensure the child's daily needs are taken care of (i.e. eating, sleeping, and playing).

The Nanny will also be a member of Support staff, and outside of their Nanny responsibilities and hours will be able to participate in camp activities and programming. They will also have secondary responsibilities like helping supervise movie nights, supervising campers during staff meetings, and maybe dropping trips and picking up trips.

**\*\* PLEASE NOTE ALL SALARIES LISTED ARE FOR THE ENTIRE SUMMER\*\***

#### **Key Attributes of CSC Staff:**

**Creativity:** we rely on our program staff to not only lead traditional summer camp activities, but also to arrive at camp with a wealth of activity ideas. Be prepared to brainstorm and plan!

**Tirelessness:** this is a 24-hour per day job and you will constantly be on the move

**Patience:** working with children on this type of schedule requires more patience than you can imagine

**Flexibility:** at camp, things very often don't go as planned – are you able to keep smiling and adjust?

**Positive Attitude:** rain or shine, tired or energetic, as planned or winging it, keeping a positive attitude is essential

**Fun-Loving Spirit:** above all, summer camp is about fun – if you're having fun, your campers will be too

**Responsibility:** you are responsible for the health and well being of your campers at all times

**Sense of Humor:** in order to deal with the hectic pace of camp, the ability to laugh at yourself and the world around you is essential