

# COLVIG SILVER CAMPS PROGRAM STAFF JOB DESCRIPTIONS

## 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

**Compensation:** \$4,200-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500), *Head Counselors will also receive a Wilderness First Aid (WFA) certification through NOLS Wilderness Medicine or a pay bonus if they already hold a WFA or higher certification.*

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** 27 maximum, 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; co-leading 3-5 day out-of-camp wilderness trips. The 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 that are offered to campers in their age group. It is essential 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 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 provide more of yourself than you could ever imagine!

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# 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

**Compensation:** \$4,000-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** 18 maximum, depending on enrollment

**Responsibilities:** Assistant Counselors (ACs) 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.

ACs 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, ACs assist Head Counselors and Coordinators in planning and leading in-camp activities.

The Assistant Counselors are the “backbone” of the camp, filling holes when needed in almost every area of camp operation. Flexibility is an ACs greatest asset. ACs 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. Being an AC 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.

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# PROGRAM COORDINATOR

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

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

**Compensation:** \$5,100-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three 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 team of 5-10 counselors and assistant counselors, up to 42 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.

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# PATHFINDING INSTRUCTOR

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

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

**Compensation:** \$5,400-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Three days between sessions

**Number Hired:** 4 maximum, 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 wellbeing 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 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 three 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 we entrust them. 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!

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# COLVIG SILVER CAMPS SUPPORT STAFF JOB DESCRIPTIONS

## WRANGLER AND 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

**Compensation:** Wrangler: \$5,100-; Assistant Wrangler: \$4,700-; plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** One Wrangler; One Assistant Wrangler

**Responsibilities:** The wranglers' primary responsibility is for the safety and welfare of our overnight and day camp campers (ages 5-15) taking part in our Western riding program. Riding groups will typically include 6-10 campers and at least one counselor. Counselors will be responsible for managing camper behavior, enabling the wranglers to focus on instruction in the ring and on the trail.

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 (throughout 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. Horse care includes conditioning horses that have not been ridden during the winter/spring months and working with a farrier and a 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. Other responsibilities may include supervising movie nights, washing dishes, assisting staff with other activities, or running errands.

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## 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

**Compensation:** \$4,400-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three 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. Supervising the "Art barn" includes 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 groups will need direction through every aspect of a project, while others may only 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.

The 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 the 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-dye, 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.

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## CLIMBING INSTRUCTOR

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

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

**Compensation:** \$4,400-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** One

**Responsibilities:** The Climbing Instructor is responsible for planning and leading all aspects of our rock climbing and ropes/challenge course program for both our overnight and day camp campers (ages 5-15). This includes an in-camp climbing wall, several initiatives activities, 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.

Campers range in age from 7-17 and arrive with all levels of rock climbing experience (including none). Rock climbing instruction begins with safety, then theory, and progresses from there. Counseling staff will be present at every activity and will be responsible for camper management, allowing the climbing instructor to focus on leading and instruction. Head and assistant counselors also arrive with varying levels of experience. The climbing instructor 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 climbing instructor will be asked to assist with various other aspects of camp, including supervising movie nights, helping with other activities, washing dishes, etc.

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## MOUNTAIN BIKING (MTB) INSTRUCTOR

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

**Terms of Employment:** The Mountain Biking (MTB) Instructor is hired for 11 weeks, unless contracted otherwise

**Compensation:** \$4,400-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** One

**Responsibilities:** The Mountain Biking (MTB) Instructor is responsible for planning and leading all aspects of our mountain biking program for our overnight campers (ages 8-15). The MTB Instructor is also responsible for teaching bike safety, riding skills, and some basic bike maintenance. The MTB Instructor will also be responsible for doing bike and equipment safety checks as well as basic maintenance of our bike fleet. We have access to several good riding areas for all different abilities. Our roads and trails on our property are great for learning the basics of riding, and you can leave the property and venture up on some decent trails into the National Forest if you want more of a challenge. The MTB Instructor will also lead up to eight all-day mountain trips off-site on some sweet and age-appropriate singletrack trails in the area. All-day groups consist of one additional staff member and up to five campers (7 riders total).

Campers for mountain biking typically range in age from 11-15 and arrive with all levels of biking experience (including none). Rock MTB instruction begins with safety, theory, basic skills, and progresses from there. Counseling staff will be present at every activity and will be responsible for camper management, allowing the MTB Instructor to focus on leading and instruction. Head and Assistant Counselors also arrive with varying levels of experience. The MTB Instructor is responsible for evaluating and training staff in their riding skill level. MTB Instructor should have extensive knowledge and experience in both expert-level riding as well as bike safety and maintenance. As with our other support staff, the MTB Instructor will be asked to assist with various other aspects of camp, including supervising movie nights, helping with other activities, washing dishes, and generally being available to help out in others areas of camp.

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# PHOTOGRAPHER

**Minimum Age:** 18 years of age

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

**Compensation:** \$4,200-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500) ; \$200 equipment bonus (if personal equipment is used)

**Time Off:** Scheduled time off about once per week, plus three 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 photos 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 to get as many quality pictures of our camp's activities as possible. During the summer, pictures are uploaded every evening for parents and friends to enjoy. Then, photos 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 essential that the Photographer is very well organized and 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.

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# VIDEOGRAPHER

**Minimum Age:** 18 years of age

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

**Compensation:** \$4,200-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500) ; \$200 equipment bonus (if personal equipment is used)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** One (as needed)

**Responsibilities:** The Videographer's primary responsibility is to capture video of both campers and staff throughout the day participating in activities; manage, edit, and create short videos and/or webisodes to be uploaded to various internet platforms (i.e. YouTube, Vimeo, etc.) regularly throughout the summer. In addition, each season the videographer may have more specific objectives and goals to create specified videos for marketing purposes or to be embedded on the website.

The Videographer should have experience using various types of cameras, video editing software, basic computer software, as well as some formal training in videography and/or photography arts. It is important that the videographer has a keen sense for detail and managing video content and expectations. The videographer will be required to have current First Aid and CPR Certifications.

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

*Videographer is a position we seek on an as needed basis which means we may not hire a videographer every season.*

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# ACTIVITY SPECIALIST

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

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

**Compensation:** \$4,200-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** 2 to 4

**Responsibilities:** The main role and responsibility of an Activity Specialist at camp will be to serve as additional members of the support staff team, assist with random projects and tasks around camp, provide back up to counseling staff and other support staff, and per their individual interest, experience, and skill sets, Activity Specialist can be trained in leading specialized camp activities such as target sports, mountain biking, climbing, and natural history to name a few.

Activity Specialist must be available to lead specialized programming they have been trained and verified to lead and following the written protocols and procedures for those specialized activities. Outside of specialized programming they must be available to assist counseling staff in other programming areas, or help fellow support staff (i.e. Arts and Crafts Coordinator) in their programming areas. Activity Specialist will also be required to have or obtain a Lifeguarding certification to help with lake activities. Activity Specialist may also be trained in trip procedures and receive a Wilderness First Aid certification in order to serve as an additional/substitute trip leader if necessary.

Activity Specialist must also be available to assist with random tasks and projects around camp as needed and will be scheduled in some cases such as trip drops/pick-ups and dish duty at the lodge. Activity Specialist must always be prepared to help out the camp community, which will also include assisting with camper supervision and setting up for movie nights, doing trip drop-offs and pick-ups, providing additional camper supervision, and helping out at the lodge.

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# EXPEDITION COORDINATOR

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

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

**Compensation:** \$5,100-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three 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. Expedition staff pack food following prescribed menu guidelines and equipment includes standard camping gear (packs, stoves, fuel, cooking utensils, tents, etc.) as well as specialized 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.

Expedition Coordinator 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 people each will be leaving camp.

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# CHEF

**Minimum Age:** 21 years of age

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

**Compensation:** \$12,000-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** One full day per week, plus two days between sessions

**Number Hired:** 1

**Qualifications:** Culinary degree, professional kitchen experience, and/or relative experience

**Responsibilities:** Each summer we hire one chef to run our camp kitchen for the summer. We serve three meals a day in our main lodge and our kitchen staff is responsible for all three meals. There are other special cases and responsibilities outside of the meals at the lodge as well. We take great pride in the quality of our camp food. Due to our small community we have a lot more freedom in what we are able to offer. Our menus offer a lot of classics, but give our kitchen staff room to explore as well

The primary responsibilities of the chef include:

- Planning and preparing three meals per day
- Planning and preparing special meals and treats for special occasions and events
- Menu planning
- Food ordering and receiving
- Food storage organization and cleanliness
- Monitoring kitchen sanitation practices
- Knowledge of state regulations and accreditation standards
- Knowledge of meal schedule and camp schedule
- Skills training as necessary for other kitchen staff
- Adhering to camper and staff food allergy and dietary needs requirements
- Supervision and management of kitchen staff as it pertains to foodservice
- Occasionally leading cooking programming and activities with campers

This position provides an opportunity to spend a summer in the Rocky Mountains of Colorado cooking for a fun, family-like community. Working in a camp kitchen is different than typical cook positions. It is not a shift-based position; it instead is a daily commitment for breakfast, lunch, and dinner. Think of it as a home where your family is enormous. You will be cooking for the camp community (campers and staff) but will have freedom as well during the day. This position is a job for someone who can manage themselves professionally and commit to a rigorous seasonal schedule in a fun environment. As with all camp positions, you are welcome to get involved in the camp community outside of your time in the kitchen.

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# COOK

**Minimum Age:** 21 years of age

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

**Compensation:** \$10,000-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** One full day per week, plus two days between sessions

**Number Hired:** 1

**Qualifications:** Professional kitchen experience or relative experience

**Responsibilities:** Each summer, we hire one cook to assist in our camp kitchen for the summer. We serve three meals a day in our main lodge, and our kitchen staff is responsible for all three meals. There are other exceptional cases and responsibilities outside of the meals at the lodge, as well. We take great pride in the quality of our camp food. Due to our small community, we have a lot more freedom in what we can offer. Our menus offer a lot of classics, but give our kitchen staff room to explore as well.

The primary responsibilities of the chef include:

- Assist in planning and preparing three meals per day
- Assist in planning and preparing special meals and treats for special occasions and events
- Assist in menu planning
- Food ordering and receiving
- Food storage organization and cleanliness
- Monitoring kitchen sanitation practices
- Knowledge of state regulations and accreditation standards
- Knowledge of meal schedule and camp schedule
- Adhering to camper and staff food allergy and dietary needs requirements
- Occasionally leading cooking programming and activities with campers

This position provides an opportunity to spend a summer in the Rocky Mountains of Colorado cooking for a fun, family-like community. Working in a camp kitchen is different than typical cook positions. It is not a shift-based position; it is instead a daily commitment for breakfast, lunch, and dinner. Think of it as a home where your family is enormous. You will be cooking for the camp community (campers and staff) but will have freedom as well during the day. This position is a job for someone who can manage themselves professionally and commit to a rigorous seasonal schedule in a fun environment. As with all camp positions, you are welcome to get involved in the camp community outside of your time in the kitchen.

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# PREP COOK

**Minimum Age:** 18 years of age

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

**Compensation:** \$4,000-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**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 ready 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. Additional responsibilities may include supervising movie nights, washing dishes, assisting staff with other activities, or running errands.

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# NURSE

**Minimum Age:** 21 years of age

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

**Compensation:** \$13,000-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** One 24-hour period per week, plus two days between sessions

**Number Hired:** 1

**Qualifications:** Registered Nurse (RN) and eligible to practice in the state of Colorado

**Responsibilities:** Each summer, we hire one full time, residential nurse, and one substitute nurse (if applicable) to cover days off, busy days, etc. Our nurse position is tailored to provide the camp community with optimum health care in a unique environment. Health care support includes a staff certified in, at minimum, CPR and Wilderness First Aid, ambulance and helicopter access to a nearby hospital, and a 24-hour on-call camp physician.

The primary responsibilities of the nurse position include:

- Staff week orientation on camp healthcare policies and procedures
- Teaching medication administration course and delegating medication administration to staff members
- Pre-camp camper and staff health screenings
- Being available and on-call 24 hours/day while on-duty for all camper and staff health care needs
- General first aid kit management
- Keeping records and logs
- Knowledge of accreditation standards, state regulations, and exclusion policies
- Ordering medical supplies for the infirmary and first aid kits
- Scheduling doctor's visits as needed
- Occasional parent contact regarding camper health needs or concerns
- Managing beds and rooms in the infirmary (making beds and cleaning linens)
- Keeping camp healthy and happy!

This position provides an opportunity to spend a summer in the Rocky Mountains of Colorado, developing nursing experience in pediatric care and wilderness/outdoor medicine. While our nurse is always on-call, we are flexible regarding program participation. We encourage our camp nurse to take an active part in the program portion of camp. Health care demands always take precedence over such program participation, but we are committed to making this a fulfilling and enjoyable experience for our nurse as well as our campers and program staff.

- 1) ALL Compensation amounts listed are the total for entire duration of summer employment as outlined in Employment Agreement.
- 2) End-of-Summer Bonus is \$500 and all seasonal staff are eligible for it if they complete the employment duration specified in their employment agreement in-full and in good standing with CSC. Alternative employment durations will be pro-rated accordingly.



# NANNY

**Minimum Age:** 18 years of age

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

**Compensation:** \$4,400-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** One full day off about once per week, plus two days between sessions

**Number Hired:** 1-2

**Responsibilities:** The Nanny's primary responsibility is the supervision and caretaking of year-round and seasonal staff's children not yet of age to attend camp. This likely includes children ages 1 to 7, and maybe older children in individual 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, playfields, 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.

- 1) ALL Compensation amounts listed are the total for entire duration of summer employment as outlined in Employment Agreement.
- 2) End-of-Summer Bonus is \$500 and all seasonal staff are eligible for it if they complete the employment duration specified in their employment agreement in-full and in good standing with CSC. Alternative employment durations will be pro-rated accordingly.

# MAINTENANCE ASSISTANT

**Minimum Age:** 18 years of age, preferably some college

**Terms of Employment:** Maintenance Assistants are hired for 14 weeks (May thru mid-August) unless contracted otherwise

**Compensation:** \$6,100-, plus lodging, meals, travel reimbursement, and end-of-summer bonus (\$500)

**Time Off:** Scheduled time off about once per week, plus three days between sessions

**Number Hired:** 1 - 2

**Responsibilities:** The primary responsibility of the Maintenance Assistant will be to assist the Maintenance Director in their duties during the busy summer season. There are typically many planned projects during the summer months as well as unplanned maintenance tasks (i.e. broken infrastructure, etc.). The Maintenance Assistant may also assist in projects specific to summer programming or the site/facility.

The Maintenance Assistant should have, at the very least, a basic knowledge of carpentry, plumbing, and other construction-related skills. The Maintenance Assistant should also have significant experience working with a wide range of maintenance tools (i.e. power tools) as well as best safety practices when working with tools. Any additional skill sets related to construction, mechanics, or heavy machinery operation will be valuable to the position.

The Maintenance Assistant will work under the Maintenance Director and help repair/maintain common infrastructure-based maintenance issues on a daily basis, assist with planned site/facility projects, assist with the summer hay harvest, assist with some ranch/animal duties as needed, run errands for project/maintenance needs, assist with opening camp for summer and shutting it down post-summer, and, as needed, assisting the Maintenance Director in any other site/facility projects or maintenance and repair throughout the summer. The Maintenance Assistant should be prepared to be available for after-hours emergent maintenance issues and repair as well.

In addition to assisting the Maintenance Director, the Maintenance Assistant will serve as a member of our Support Staff and should have a general knowledge of our program and goals and the ability and willingness to step in wherever else needed to achieve these goals from doing office work, helping with lodge chores, assisting with summer programming and special days, support staff responsibilities, assisting expeditions, dropping or picking up trips, and assisting with or leading specialized activities which may include, based on interest/skillsets, but is not limited to the following: target sports, horseback riding, rock climbing, challenge course, etc. The Maintenance Assistant will also be encouraged to participate as much as possible in camp activities and programming they are interested in (i.e. crafts or campfires) and generally be a part of and support our summer camp community.

- 1) ALL Compensation amounts listed are the total for entire duration of summer employment as outlined in Employment Agreement.
- 2) End-of-Summer Bonus is \$500 and all seasonal staff are eligible for it if they complete the employment duration specified in their employment agreement in-full and in good standing with CSC. Alternative employment durations will be pro-rated accordingly.