

STEM Camp - Employment Opportunities

Business Manager (Part Time)

- Responsible for registration and check in
- Responsible for food service purchase records
- Budget controls (with Camp Director)
- All records and reports as assigned
- Other duties as assigned by the Camp Director
- The Business Manager is responsible to the Camp Director

Program Director and Assistant Program Director

- Responsible for proper function of daily program
- Coordinates advancement program (Nova, Cub and Scouts BSA Advancements)
- Develops daily (or weekly) program staff assignments
- Responsible for the program as it relates to all program areas in camp
- Other duties as assigned by the Camp Director
- The Program Director and Assistant are responsible to the Camp Director
- Supervises and schedules CITs to meet program needs

Camp Health Officer (18+)

Certified Nurse, EMT, etc.

- Ensure that the camp staff is adequately trained in first aid and CPR.
- Perform the medical check-in when campers arrive.
- Check hot-cold charts daily.
- Maintain the first aid logs.
- Perform first aid for campers.
- Accompany serious injury cases to the hospital.

Food Service Director (Head Cook)

- Assists Camp Director in menu development.
- Responsible for the ordering and delivery of all food, food service supplies and services.
- Responsible for scheduling of all food service staff.
- Prepares meals on time.
- Follows printed menu.
- Maintains food quality and quantity.
- Keeps food service area and equipment neat and clean.
- Other duties assigned by Camp Director.
- The Food Service Director is responsible to the Camp Director.

Dining Hall Steward/ess

- Assists with meal serving and preparation if needed.
- Manages flow of people during meals.
- Keeps food service area and equipment neat and clean.
- Other camp duties assigned by Camp Director
- The Dining Hall Steward is responsible to the Food Service Director and Program Director.

Food Service Staff

- Help with meal serving and preparation.
- Keep food service area and equipment neat and clean.
- Responsible for cleanliness of pots, pans and other cooking equipment.
- Other camp duties assigned by Camp Director.
- The Kitchen Staff is responsible to the Food Service Director.

[Online Staff Application](#)

All Positions are for Summer 2019, and are paid hourly for a 5 day (Sunday - Friday) Week. Camp week begins at 2 pm on Sunday and has Tuesday Nights off weekly. Some positions may be part time (half days).

All Full Time Positions include Training, Camp Staff Shirts, all meals and housing. Part Time Positions do not include housing.

Please complete the Camp Staff Application at the link above and you will be contacted to arrange for an in person interview.

For More Information

Contact:

Kimberlee Manor

Camp Director

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