

Camp Ondessonk

Summer Job Description Summaries and Salaries

All positions have a weekly base salary and additions can be made to that base salary if you hold certain certifications and licensure or if you have experience working at camp in the past.

Base Salary of each position is set by level.

- **General Staff - \$277.50, increasing July 1st to \$300** General Staff work under the direction of an activity or service area coordinator.
- **Program Support Staff- \$287.50, increasing July 1st to \$310** Support positions work in partnership with leadership staff to manage programs. They have similar responsibilities to the leadership staff and may take the role of leadership in the absence of the leadership staff. Must be 18 years old.
- **Leadership Staff- \$292.50, increasing July 1st to \$315** Leadership Staff supervise activity and service areas, manage other staff or LITs, and develop day-to-day curriculum for camp programming.
- **Specialty Staff- \$297.50, increasing July 1st to \$320** Specialty Staff are in positions that require specific skill sets, certifications, higher level of program, or supervisory responsibilities. Most have minimum age requirements.
- **Summer Admin- \$302.50, increasing July 1st to \$325** Administrative Staff have additional responsibilities for programming and staff supervision beyond their immediate program area. Must be 21 years old.

Additions to Base Salary will be made for each certification held. Certifications must be from organizations recognized by the American Camp Association. Certification additions are cumulative. CPR and Basic First Aid certifications are required of ALL staff and do not count towards base salary increases.

- **\$5/week** for: Lifeguard, WFA, WSI, ACA, USA Archery, other activity-specific certifications.
- **\$10/week** for: WFR, CHA, ACCT, AMGA, PCIA, LGI
- **\$15/week** for: EMT, Bachelors Degree
- **\$20/week** for: Paramedic, LPN, MSW
- **\$30/week** for: RN, LCSW*, CTRS*
- Other salary additions may be considered for significant relevant work experience.

Additions to Base Salary will also be made for past experience working at Camp Ondessonk. These salary additions are NOT cumulative. Years of experience include years as Paid Staff Only. You must have worked at least 4 weeks to count a “year” of experience.

- **2+ years of experience at Ondessonk- \$5/week** (3rd year as paid staff)
- **4+ years of experience at Ondessonk- \$15/week** (5th year as paid staff)
- **6+ years of experience at Ondessonk- \$25/week** (7th year as paid staff)

Applicants that receive a job offer will also receive a personalized salary scale that is specific to their position and relevant additions. Only certifications and licenses current at the time of the job offer and through summer 2020 will be considered for the salary scale at the time of hiring. Certifications received prior to the start of employment will be included in final salary scale. Please direct any questions to Dru at dru.kee@Ondessonk.com.

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Level	Title	Description	Application Deadline
Summer Admin.	Head Counselor	Supervises Unit Leaders; advises Unit Leaders on homesickness and challenging camper issues. Serves as the bridge between campers and parents. Helps assure that ACA standards, including camper supervision standards, are being followed. Must be 21 years of age or older.	Jan 2, 2020
Summer Admin.	Inclusion Coordinator (Community Access and Resource Educator)	Acts as camp social worker; works with special-needs campers, their parents and unit leaders to create an inclusive environment for those with challenges not addressed in the health center. Assists staff with personal and professional challenges of working at camp. Must be 21 years of age or older, MSW or LCSW preferred.	Jan 2, 2020
Summer Admin.	Adventure Coordinator	Sets up all adventure programs including making reservations, arranging for guest facilitators and purchasing food/equipment. Responsible for planning and leading adventure staff training as well as evaluating and coaching adventure leads. Must be 21 or older with ability to drive camp mini-buses.	Jan 2, 2020
Summer Admin.	Specialty Program Coordinator	Responsible for planning and facilitating all-camp programs and activities for campers, including evening and theme activities. Responsible for assisting activity area coordinators in designing progressive programming, including implementing a strong senior camper program.	Jan 2, 2020
Specialty Staff	CIT Unit Leader- Male and Female	Coordinates Counselor-in-Training program including supervision and evaluation of CIT Program Staff and program participants. Responsible for following ACA standards. Must be 21 or older with ability to drive camp mini-buses.	Jan 12, 2020
Specialty Staff	Health Center Coordinator	Oversees the day-to-day operation of the Health Center, including supervision of and scheduling of the Wellness Coordinator and Volunteers. Ensures the Health Center is properly stocked with equipment and meds as needed. Serve as a Co-Wellness Coordinator and provides overnight coverage of Health Center. Must be 21 or older.	Jan 12, 2020
Specialty Staff	Wellness Coordinator	Provides organizational and procedural support to the Health Center Coordinator. Works with Health Center Office Specialist to manage all camper health form filing and documentation. Is the liaison between health care providers at camp and Unit Leaders. Ensures effective communication through love notes and other documentation. Provides overnight coverage of Health Center. Leads weekly camper health check in and out process. Must be a highly organized and efficient team player. Must be 21 or older.	Jan 12, 2020

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Level	Title	Description	Application Deadline
Specialty Staff	Aquatics Director	Directs a staff of lifeguards in the swimming and boating areas. Current Lifeguard certification is required. Current LGI or WSI certifications or the completion of an Aquatics Supervision course required. Must be at least 21 and have documented experience managing an aquatics facility.	Jan 12, 2020
Specialty Staff	Adventure Lead	Supervises up to 12 campers and 1 or 2 staff members. Supervises horse camp / horse adventure or rock-climbing / backpacking specialty programs. Lead Adventure positions require extensive backcountry and overnight camping leadership. Wilderness medicine certification required, lifeguarding strongly preferred. Must be 21 or older with ability to drive camp mini-buses.	Jan 12, 2020
Specialty Staff	Kitchen Manager	Directly supports the Food Service Director in providing supervision and guidance to Kitchen Staff pertaining to the preparation and on-time delivery of all camp meals. Must have or be willing to obtain Illinois Food Service Managers License.	Jan 12, 2020
Specialty Staff	Summer Marketing Coordinator	Assists Marketing Director with media projects and provides on-site supervision of media specialists. Works on website, print publications and online parent portal (Bunk1) as needed. Design experience required.	Jan 12, 2020

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Level	Title	Description	Application Deadline
Leadership Staff	Unit Leader-Traditional and Mini Camp	Lives in the unit and leads the supervision and activities of as many as 30-40 campers ages 8-10 or 10-15. Unit Leaders are responsible for the discipline, health and safety of campers and staff in his/her unit. Responsible for following ACA standards. Preference given to applicants age 21 or older. Unit leaders will receive unpaid time off during opposite gender camp weeks, or may be assigned to an alternate assignment.	Jan 12, 2020
Leadership Staff	Summer Office Manager	Oversees Summer Office Operations, including the supervision of the Summer Office Staff. Reports to the Registrar.	Jan 12, 2020
Leadership Staff	Health and Sanitation Coordinator	Responsible for making sure bathhouses are clean and that trash and recyclables are collected and properly disposed of. Provides leadership in Camp's composting and recycling efforts. Oversees daily cabin inspections. Must be at least 18 years of age with good driving record and strong supervisory ability.	Jan 12, 2020
Leadership Staff	Trading Post Manager	Ensures that Camp's Trading Post is stocked and staffed. Keeps records, sells products, orders necessary supplies, secures inventory, and re-stocks as necessary. Ensures the cleanliness and sanitation of the Trading Post and surrounding areas. Must be 18 or older.	Jan 12, 2020
Leadership Staff	Farm-to-Table Manager	Works directly with Food Service Director to oversee collection and management of fresh produce from camp garden and local farms. Manages garden volunteer projects, including weekly CIT groups. Must be 18 or older with valid drivers license. Experience in organic gardening and use of small-scale farm equipment is preferred.	Jan 12, 2020
Leadership Staff	Handicrafts Coordinator	Plans craft projects; maintains inventory and equipment. Assists Trading Post Manager as needed with stocking, inventory, cleaning, sales, and ordering of supplies.	Jan 12, 2020
Leadership Staff	Nature Coordinator	Oversees the nature and woodsmanship programs. Trains, supervises and evaluates nature and woodsmanship instructors. Knowledge of local flora and fauna preferred. Creates and plans all woodsmanship and Nature Hike activities, including curriculum and pack out. LNT and wilderness medicine certifications strongly preferred.	Jan 12, 2020
Leadership Staff	Challenge Coordinator	Oversees the high and low challenge courses and climbing wall. Trains, supervises, and evaluates challenge instructors. Creates and plans all Challenge activities. ACCT Certification or equivalent experience required.	Jan 12, 2020
Leadership Staff	Archery Coordinator	Oversees Archery activities and staff, maintains equipment and inventory. Must have or be willing to acquire National Archery Association certification.	Jan 12, 2020

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Level	Title	Description	Application Deadline
Leadership Staff	Riflery Coordinator	Oversees riflery activities and staff, maintains equipment and inventory. Must have or be willing to acquire NRA range safety certification and FOID card.	Jan 12, 2020
Leadership Staff	Boating Coordinator	Oversees the boating program and supervises lifeguards working within the program. Develops curriculum for canoeing and kayaking program and trains staff and campers on proper paddling procedures. Current lifeguard certification and small craft safety or American Canoe Association level 1 required.	Jan 12, 2020
Leadership Staff	Council Coordinator	Provides spiritual programming and services. Coordinates Sunday evening Mass and daily prayer services. Supervises council staff and LITs.	Jan 12, 2020
Leadership Staff	Head Wrangler	Assists Equestrian Director in day to day horsemanship & trail-riding operation; develops riding schedule; assists in supervision of barn staff.	Jan 12, 2020
Leadership Staff	Dining Hall Co	Coordinates meals and programming in the Dining Hall. Maintains proper stocks of supplies necessary for meals and ensures cleanliness of Dining Hall. Leads the organization of meals, including announcements. Responsible for clean-up of Dining Hall after each meal. Provides assistance to Kitchen staff in preparing meals when possible.	Jan 12, 2020

Activity Coordinators: Responsible for physical and programmatic aspects of individual activities. Must possess a working knowledge of ACA standards. Supervises and evaluates activity staff. Guides and evaluates CITs in the activity areas. Works with Program Coordinator in developing and improving activity area. Develops in-service trainings and requests supplies as necessary. **Must be 18 years of age or older.**

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Level	Title	Description	Application Deadline
Program Support Staff	Mini Camp Support Staff	Assists Mini Camp Unit Leader with supervision of campers ages 8-10. Works with Specialty Program Coordinator to plan and implement progressive programs, focusing on the Mini Camp Programs. Must be 18 or older, lifeguards preferred.	Jan 12, 2020
Program Support Staff	Adventure Staff	Assists Adventure Lead with supervision and programming of Adventure Camps. May assist with logistics including pack outs, shuttling, etc. Applicants with Certifications in Wilderness Medicine, Lifeguarding or LNT are preferred. Must be 18 or older.	Jan 12, 2020
Program Support Staff	CIT Program Staff	Supports the CIT Unit Leaders in the facilitation of the CIT Program, including giving oral and written feedback and evaluation to participants. Must be 18 or older.	Jan 12, 2020

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Level	Title	Description	Application Deadline
General Staff	Handicrafts Instructor/Trading Post Clerk	Teaches a variety of crafts to campers on a daily basis. Assists Trading Post Manager as needed with stocking, inventory, cleaning, sales, and ordering of supplies.	Feb. 2, 2020
General Staff	Nature Instructor	Instructs Nature and Woodsmanship activities. Lifeguard certification strongly preferred.	Feb. 2, 2020
General Staff	Challenge Instructor	Instructs Challenge activities including climbing wall, zip line, giant swing and flying squirrel and ground-based teambuilding initiatives.	Feb. 2, 2020
General Staff	Archery Instructor	Teaches campers about the responsible and safe use of archery equipment and provides additional supervision at the archery range.	Feb. 2, 2020
General Staff	Rifle Range Instructor	Teaches campers about the responsible and safe use of firearms and provides additional supervision at the rifle range. Must be able to attend NRA training at camp prior to Staff Orientation. FOID card required if IL resident.	Feb. 2, 2020
General Staff	Wrangler	Teaches participants basic riding skills. Leads and supervises trail rides and performs daily barn chores.	Feb. 2, 2020
General Staff	Lifeguard	Supervises campers in swimming lake; assists and provides supervision in boating area. Must have current Lifeguarding Certification.	Feb. 2, 2020
General Staff	Council Program Staff	Teaches campers about namesake saints and martyrs, leads spiritual reflections and daily prayer services, assists camp Chaplin and council coordinator with mass.	Feb. 2, 2020
General Staff	Kitchen Crew Member	Assists Food Service Director and Kitchen Manager in preparing and serving camp meals, rotates through weekly dish-washing duties.	Feb. 2, 2020
General Staff	Media & Design Specialist	Works under the direction of the Marketing Coordinator to maintain Camp Ondessonk's Bunk1 photo and email site. Serves as Camp Photographer and/or videographer. Video/photo editing a plus.	Feb. 2, 2020