

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 classification.

General Staff - \$330 General Staff work under the direction of an activity coordinator, service area coordinator, or unit leader to provide quality programs to campers in and out of the unit.

Leadership Staff- \$345 Leadership Staff supervise activity/service areas or unit life, manage other staff & LITs, and develop day-to-day curriculum for camp programming. Must be 18 years old.

Specialty Leadership Staff- \$350 Specialty Leadership Staff are in positions that require supervision of higher risk areas and/or supervision of multiple areas around camp. All have minimum age requirements.

Summer Admin- \$355 Administrative Staff have additional responsibilities for programming and staff supervision/training 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: WFA, ACA, USA Archery, ServSafe Food Handler, other activity-specific certifications.

\$10/week for: WFR, CHA, ACCT, AMGA, PCIA, Lifeguard

\$15/week for: EMT, Bachelors Degree, LGI/WSI

\$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 2021 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 or Nolan at nolan.hurst@ondessonk.com

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| Classification | Title | Description | Application Deadline |
|----------------------------|---|--|--------------------------|
| Summer Admin. | Inclusion Coordinator (Community Access and Resource Educator) ** | Qualifications: Required to be 21 years of age or older. Preferred MSW or LCSW Responsibilities: Act as camp social worker, assisting staff with challenging situations & campers with special-needs. Be communication between parents and unit staff. Work to create an inclusive environment for all those campers & staff who attend. Assist staff with personal and professional challenges of working at camp. Other duties as assigned. | Friday, January 8, 2021 |
| Summer Admin. | Head Counselor ** | Qualifications: Required to be 21 years of age or older. Responsibilities: Supervise, advise, & evaluate Unit Leaders. Develop and oversee the unit experience program. Help maintain ACA standards. Assist with challenging camper situations, and parent communications. Facilitate the LIT unit experience. Other duties as assigned. | Friday, January 8, 2021 |
| Summer Admin. | Summer Program Coordinator ** | Qualifications: Required to be 21 years of age or older. Responsibilities: Supervise, advise, & evaluate Activity Coordinators. Develop and oversee special programs, camper progression programs, & evening activities. Manage editing & distributing the weekly rotation schedule. Help assure all areas follow ACA standards. Facilitate the LIT activity experience. Other duties as assigned. | Friday, January 8, 2021 |
| Summer Admin. | Adventure Coordinator ** | Qualifications: Required to be 21 years of age or older. Clean driving record & ability to drive a 14 person passenger vehicle. Responsibilities: Supervise, advise, & evaluate Traditional and Travel Adventure Team Leads. Oversee and implement adventure camp logistics & schedule edits. Manage inventory & care of food and equipment. Coordinate with supervisor to ensure reservations & guest facilitators are scheduled. Other duties as assigned. | Friday, January 8, 2021 |
| Specialty Leadership Staff | Health Center Coordinator ** | Qualifications: Required to be 21 years of age or older. Responsibilities: Work with Co-Health Center Coordinator to over see days to day operations of the Health Center including supervision and scheduling of volunteers. Manage Health Center inventory & equipment. Maintain and update camper health forms & incident documentation. Ensure unit staff are aware of necessary medical needs of campers including allergies, medications, or relevant health history. Lead daily camper/staff health checks. Coordinate with camp Physician for larger needs. | Friday, January 22, 2021 |
| Specialty Leadership Staff | C.I.T. Unit Leader | Qualifications: Required to be 21 years of age or older. Clean driving record & ability to drive a 14 person passenger vehicle. Responsibilities: Develop & facilitate strong C.I.T. program focusing on leadership, counselor skills, & activity skills. Supervise and provide constructive feedback to C.I.T. campers. Coordinate with the Activity Coordinators and Summer Program Coordinator for C.I.T. placements and evaluation. | Friday, January 22, 2021 |
| Specialty Leadership Staff | Trip & Travel Adventure Leader | Qualifications: Required to be 21 years of age or older. Clean driving record & ability to drive a 14 person passenger vehicle. Wilderness Medicine Certification Required. Lifeguarding strongly preferred. Responsibilities: Act as lead facilitator on 10-day adventure trips and select 1week specialized camps. Facilitate adventure, backcountry living, & expedition behavior skill development for up to 12 campers. Supervise & evaluate 3 staff members per adventure. | Friday, January 22, 2021 |
| Specialty Leadership Staff | Traditional Adventure Leader | Qualifications: Preferred to be 21 years of age or older. Clean driving record & ability to drive a 14 person passenger vehicle. Wilderness Medicine Certification Required. Lifeguarding strongly preferred. Responsibilities: Act as lead facilitator on weeklong adventure trips at Camp Ondessonk and the surrounding area. Facilitate adventure, backcountry living, & expedition behavior skill development for up to 12 campers. Supervise & evaluate 2 staff members per adventure. | Friday, January 22, 2021 |
| Specialty Leadership Staff | Horse Adventure Unit Leader | Qualifications: Preferred to be 21 years of age or older. Wilderness Medicine Certification Required. Lifeguarding strongly preferred. Responsibilities: Act as lead facilitator on specialized horse adventure programs both in-camp & the surrounding Shawnee Forest. Facilitate adventure, backcountry living, & expedition behavior skill development for up to 12 campers. Supervise & evaluate 2 staff members per program. | Friday, January 22, 2021 |
| Specialty Leadership Staff | Horse Camp Unit Leader | Qualifications: Preferred to be 21 years of age or older. Wilderness Medicine Certification Required. Lifeguarding strongly preferred. Responsibilities: Act as lead facilitator for the Horse Camp and Advanced Horse Camp Program, Overseeing program or up to 12 campers that includes arean lessons, trail rides, and evening programs. Supervise & evaluate 2 staff members per program. | Friday, January 22, 2021 |
| Specialty Leadership Staff | Aquatics Director ** | Qualifications: Required to be 21 years of age or older. Current LGI certification/ completion of Aquatics Supervision course & documented experience managing an aquatics facility. Responsibilities: Supervise, schedule, & train lifeguards in swimming and boating areas. Manage all aquatic related emergencies. Be present at aquatics area while activity is in operation. Develop & implement swimming and boating programs. | Friday, January 22, 2021 |
| Specialty Leadership Staff | Business Coordinator ** | Qualifications: Required to be 18 years of age or older. Strong customer service work ethic. Responsibilities: Oversee Summer Office & Trading Post operation. Supervise & schedule business staff. Manage stock and inventory of the trading post. Assist with parent & camper communication before, during, and after camper sessions. Creation of registration packets & check-out packets each week. Other duties as assigned. | Friday, January 22, 2021 |

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| Specialty Leadership Staff | Kitchen Manager ** | <p>Qualifications: Required to be 18 years of age or older. Must have or be willing to obtain Illinois food Service Managers License.</p> <p>Responsibilities: Supervise, schedule, & guide kitchen staff. Ensure meals are properly cooked, portioned out, and cleaned up afterwards.</p> | Friday, January 22, 2021 |
| Leadership Staff | Health & Sanitation Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. Good driving record.</p> <p>Responsibilities: Supervise & schedule health and sanitation staff. Ensure bathrooms and outhouses are clean and disinfected. Collect and sort all trash, recycling, and compostable around the facility, educating staff/ campers when needed. Facilitate daily cabin cleanliness inspections.</p> | Friday, January 22, 2021 |
| Leadership Staff | Farm to Table Manager ** | <p>Qualifications: Required to be 18 years of age or older. Good driving record. Experience in organic gardening and small scale farm equipment preferred.</p> <p>Responsibilities: Manage & sustain the Ondessonk Garden through continual weeding, planting, and harvesting. Coordinate with local farmers to provide Camp Ondessonk with locally sourced fruits/ vegetables. Oversee volunteer, CIT, & staff garden projects.</p> | Friday, January 22, 2021 |
| Leadership Staff | Dining Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. Good driving record.</p> <p>Responsibilities: Coordinate meal distribution & delivery around camp. Maintains proper stocks of supplies necessary for meals and ensures readiness of distribution resources. Responsible for clean-up after each meal. Provides assistance to Kitchen staff in preparing meals when possible.</p> | Friday, January 22, 2021 |
| Leadership Staff | Media Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. Design & editing experience required.</p> <p>Responsibilities: Supervise & schedule media staff. Manage media projects including but not limited to website, social media, print publications, and online parent portal (Bunk1).</p> | Friday, January 22, 2021 |
| Leadership Staff | Head Wrangler ** | <p>Qualifications: Required to be 18 years of age or older.</p> <p>Responsibilities: Assist year-round equestrian staff in day to day horsemanship & trail-riding programs, and stables cleanliness. Supervise & schedule wrangler staff.</p> | Friday, January 22, 2021 |
| Leadership Staff | Nature Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. LNT & Wilderness Medicine Certifications preferred.</p> <p>Responsibilities: Develop & facilitate hands on, experiential nature and wordsmanship programs. Train unit staff in skills necessary to successfully run program, supervise staff when facilitating program. Maintain cleanliness standards of activity area & equipment.</p> | Friday, January 22, 2021 |
| Leadership Staff | Challenge Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. ACCT Certification or equivalent experience required.</p> <p>Responsibilities: Develop & facilitate hands on, experiential high and low challenge program. Train unit staff in skills necessary to successfully run program, supervise staff when facilitating program. Maintain cleanliness standards of activity area & equipment.</p> | Friday, January 22, 2021 |
| Leadership Staff | Assistant Aquatics Director ** | <p>Qualifications: Required to be 18 years of age or older. Lifeguard certification required. LGI or WSI preferred.</p> <p>Responsibilities: Assist Aquatics Director in supervision and training of lifeguards in the swimming and boating areas. Help develop the swimming & boating curriculum.</p> | Friday, January 22, 2021 |
| Leadership Staff | Range Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. NRA Range Safety Certification, FOID Card, & National Archery Association Certification required.</p> <p>Responsibilities: Develop & facilitate safe and education archery and riflery programs. Train unit staff in skills necessary to successfully run program, supervise staff when facilitating program. Maintain cleanliness standards of activity area & equipment.</p> | Friday, January 22, 2021 |
| Leadership Staff | Council Coordinator ** | <p>Qualifications: Required to be 18 years of age or older. Religious Education teach background preferred.</p> <p>Responsibilities: Develop & facilitate hands on, engaging spiritual programs. Create prayer service resource materials. Coordinate Mass schedule with Camp Chaplain. Train unit staff in skills necessary to successfully run program, supervise staff when facilitating program. Maintain cleanliness standards of activity area & equipment.</p> | Friday, January 22, 2021 |
| Leadership Staff | Handicrafts Coordinator ** | <p>Qualifications: Required to be 18 years of age or older.</p> <p>Responsibilities: Develop & facilitate hands on, engaging craft projects. Train unit staff in skills necessary to successfully run program, supervise staff when facilitating program. Maintain cleanliness standards of activity area & equipment. Assist Business Staff when free.</p> | Friday, January 22, 2021 |
| Leadership Staff | Traditional Camp Unit Leader | <p>Qualifications: Preferred to be 21 years of age or older</p> <p>Responsibilities: Facilitate unit life & activities for 24-40 campers ages 10-15. Responsible for discipline, health, and safety of campers and staff in unit. Supervise, schedule, & evaluate unit staff and LITs. Ensure ACA standards and camp policy are followed in unit. Maintain cleanliness standards in unit.</p> <p>Unit Leaders will receive unpaid time off during opposite gender camp weeks, or may be assigned to an alternate assignment.</p> | Friday, January 22, 2021 |

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| Leadership Staff | Mini Camp Unit Leader | <p>Qualifications: Preferred to be 21 years of age or older</p> <p>Responsibilities: Facilitate unit life & activities for 24-40 campers ages 8-10. Responsible for discipline, health, and safety of campers and staff in unit. Supervise, schedule, & evaluate unit staff and LITs. Ensure ACA standards and camp policy are followed in unit. Maintain cleanliness standards in unit.</p> <p>Unit Leaders will receive unpaid time off during opposite gender camp weeks, or may be assigned to an alternate assignment.</p> | Friday, January 22, 2021 |
| General Staff | Adventure Staff | <p>Qualifications: Must be 18 years of age or older. Certifications in Wilderness Medicine, Lifeguarding, or LNT preferred.</p> <p>Responsibilities: Act as facilitator of adventure programs, supporting the Team Lead with logistics, skill lessons, backcountry living, & group management. Help maintain good condition of all adventure equipment.</p> <p>Qualifications: Must be 18 years of age or older. Certifications in Wilderness Medicine, Lifeguarding, or LNT preferred.</p> | Friday, February 12, 2021 |
| General Staff | Horse Adventure/Horse Camp Staff | <p>Responsibilities: Act as facilitator of horse adventure/ horse camp programs, supporting the Team Lead with logistics, skill lessons, backcountry living, & group management. Help maintain good condition of all equipment.</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Business Staff ** | <p>Responsibilities: Rotate through Trading Post and Office areas. Assist with tasks including by not limited to sales, inventory & stocking, answering phones, data input, and parent communication.</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Health & Sanitation Staff ** | <p>Responsibilities: Ensure cleanliness of all camp facilities including but not limited to shower facilities, outhouses, units, and trash/recycling removal.</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Kitchen Staff ** | <p>Responsibilities: Prepare & serve meals to campers and staff. Rotate through dish-washing duties.</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Media Staff ** | <p>Responsibilities: Help maintain Camp Ondessonk's Bunk1 phot and email site & social media platforms through taking pictures and videos of campers and staff.</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Wrangler ** | <p>Responsibilities: Teach basic riding skills. Lead trail rides & pony rides for campers. Perform daily barn chores to ensure cleanliness of area.</p> <p>Qualifications: Must be 17 years of age or older. Required to have current lifeguarding certification.</p> | Friday, February 12, 2021 |
| General Staff | Lifeguard ** | <p>Responsibilities: Supervise campers in boating and swimming lakes. Provide paddle instruction when at boating lake.</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Traditional Camp Unit Staff | <p>Responsibilities: Assist Unit Leader in providing quality unit life and activity programs to 24-40 campers ages 10-15. Will have focus activity areas to facilitate for campers. (see below).</p> <p>Qualifications: Must be 17 years of age or older.</p> | Friday, February 12, 2021 |
| General Staff | Mini Camp Unit Staff | <p>Responsibilities: Assist Unit Leader in providing quality unit life and activity programs to 24-40 campers ages 8-10. Will have focus activity areas to facilitate for campers. (see below).</p> | Friday, February 12, 2021 |

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.**

Unit Leaders and Unit Staff will be assigned to 1 of 4 different activity focus to be trained in for unit facilitation during the length of their contract in addition to being trained in handicrafts and woodsmanship. The four groups are:

1. Archery, Riflery, Challenge (Earth)
2. Nature, Council, Challenge (Fire)
3. Archery, Riflery, Horsemanship (Wind)
4. Nature, Boating, Horsemanship (Water)

**** denotes staff who will live out of unit. These staff will assist in providing campwide programs & services, so will not be apart of a unit cohort. Times for camper interaction will be included when possible for service area staff and leadership.**