

Camp Ondessonk

Summer Job Description Summaries & 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 - \$390** 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- \$405** Leadership Staff supervise activity/service areas or unit life, manage other staff & CITs, and develop day-to-day curriculum for camp programming. Must be 18 years old.
- **Specialty Leadership Staff- \$410** 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- \$415** 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, Basic First Aid, and Youth Mental Health 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 2023 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 Nolan at nolan.hurst@ondessonk.com or Lisa at lisa.bloodworth@ondessonk.com

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Summer Job Description Summaries & Salaries

Summer Administration:

Job Title: Camper Support Specialist

Classification: Summer Administration

Supervisor: Summer Camp Coordinator & Camping Services Director

Position Purpose: Provide targeted assistance for campers and to provide staff with additional resources to help support campers.

Positions Per Week: 1

Qualifications:

- Must be at least 21 years of age
- Hold or be working towards a degree in counseling, social work, special education, etc.
- Possess a clean driving record
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Create individual camper plans for campers who have requested additional resources, and to communicate and coordinate those plans with relevant staff.
- Check on aforementioned campers multiple times throughout their stay to ensure needs are being met
- Work with the Head Counselor to support Unit Leaders and Unit Staff who have requested additional assistance serving their campers.
- Manage “Love Notes” for all campers; including creation, distribution, and collection each week
- Assist with parent communication throughout the summer
- Act as on-call administrator during select nights and weekends
- Help maintain ACA standards
- Other duties as assigned

Job Title: Head Counselor

Classification: Summer Administration

Supervisor: Summer Camp Coordinator & Camping Services Director

Position Purpose: Oversee the Unit Life experience at Camp Ondessonk for campers and staff, being available to advise and manage both positive camper/staff interactions and challenging camper/staff interactions.

Positions Per Week: 1

Qualifications:

- Must be at least 21 years of age
- Possess a clean driving record
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Supervise, advise, and evaluate Unit Leaders
- Manage Unit assignments for staff
- Assist with challenging camper situations
- Supervise the Camper Support Specialist
- Assist with parent communication throughout the summer
- Act as on-call administrator during select nights and weekends
- Help maintain ACA standards
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Summer Program Coordinator

Classification: Summer Administration

Supervisor: Program Director

Position Purpose: Coordinate the day-to-day, hour-to-hour operation of summer programs, including specialty programs, evening activities, and activity areas. Assist in activity area supervision and leadership with the Program Director. Work with Program Director to maintain and vision and make necessary adaptations in program areas as the summer progresses.

Positions Per Week: 1

Qualifications:

- Must be at least 21 years of age
- Have a background in education, summer camps, and program management.
- Possess a clean driving record
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Work with Special Activity Co. to ensure quality of evening programming such as Moonlight Gold Rush, Opening & Closing Campfires, etc.
- Work with Activity Heads to ensure quality of activities and to help them with general staff management and development.
- Develop and facilitate special programs for Senior Campers and advise Activity Heads on progressive programming
- Assist with Lodge Ceremony logistics
- Assist in supervision and evaluation of Activity Heads (including Special Program Co. and Mini Program Co).
- Act as on-call administrator during select nights and weekends
- Help maintain ACA standards
- Other duties as assigned

Job Title: Summer Camp Coordinator

Classification: Summer Administration

Supervisor: Camping Services Director

Position Purpose: Assist in the coordination of summer camp operations, oversee the OWL Program and CIT experience at Camp Ondessonk, and be available to advise and manage both positive camper/staff & staff/staff interactions and challenging camper/staff & staff/staff interactions.

Positions Per Week: 1

Qualifications:

- Must be at least 25 years of age
- Possess a clean driving record
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Help facilitate the summer staff training programs
- Supervise the Head Counselor and Camper Support Specialist, providing guidance as needed
- Work with Camping Services Director, Program Director, and Adventure & Group Services Director to manage major camper and staff issues
- Manage staff time off requests, fill necessary holes, and communicate changes to those affected
- Oversee the CIT and OWL programs; host meetings, provide logistical support, etc.
- Assist with assigning additional staff duties (weekends, check-in & check-out, etc.)
- Be the secondary to the Camping Services Director for all behavior and disciplinary situations
- Assist in night time and weekend supervision of staff
- Create on-going staff development opportunities throughout the summer
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Specialty Leadership Staff:

Job Title: Adventure Lead Instructor

Classification: Specialty Leadership Staff

Supervisor: Adventure & Group Services Director

Position Purpose: Act as lead facilitator on adventure programs both in-camp, the surrounding Shawnee Forest, and other remote locations. Facilitate adventure, backcountry living, and expedition behavior skill development for adventure campers.

Positions Per Week: 2

Qualifications:

- Must be at least 21 years of age
- Clean driving record and ability to drive a 14-passenger vehicle
- Experience teaching in an outdoor adventure setting preferred.
- Backcountry camping knowledge and skills.
- Mature judgment and responsibility.
- Ability to respond to emergency situations effectively and respond properly
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Be flexible, innovative, and a good communicator.
- Wilderness Medicine Certification (WFA or WFR) required
- Lifeguard Certification strongly preferred

Essential Job Functions:

- Act as lead facilitator on weeklong and 10-day adventure trips at Camp Ondessonk and elsewhere.
- Facilitate adventure experiences, backcountry living, and expedition behavior skill development for up to 12 campers.
- Supervise, advise, and evaluate two Adventure Instructors per program
- Schedule Adventure Instructors to cover all duties and jobs both in and out of camp.
- Provide a fun, safe, and effective Adventure Camp program
- Help train, motivate, and supervise staff and trainees in a positive manner
- Enforce and adhere to all Camp Ondessonk rules and regulations.
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Health Center Coordinator

Classification: Specialty Leadership Staff

Supervisor: Camping Services Director & Medical Director

Position Purpose: Oversee and implement Health Center operations and volunteer coordination

Positions Per Week: 2

Qualifications:

- Must be at least 21 years of age
- Current Illinois EMT-B license, Nursing Student, and/or First Responder Training are preferred
- Effective organizational skills.
- Ability to effectively supervise personnel.
- Knowledge of emergency & medical equipment.
- Ability to respond to emergency situations and follow correct emergency procedures.

Essential Job Functions:

- Work with Co-Health Center Coordinator to oversee day-to-day operations of Camp Ondessonk's Health Center
- Supervision and scheduling of volunteer nurses
- Manage and track Health Center Inventory and equipment
- Maintain and update camper and staff health forms and incident reports
- Ensure unit staff are made aware of pertinent camper medical needs, including allergies, medications, and relevant health histories
- Facilitate daily health checks for campers and staff
- Coordinate with and consult Camp Physician for larger needs.
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Horse Adventure Unit Leader

Classification: Specialty Leadership Staff

Supervisor: Assistant Equestrian Director, Equestrian Director

Position Purpose: Act as lead facilitator on specialized horse adventure programs both in-camp & the surrounding Shawnee Forest. Facilitate adventure, backcountry living, equine experience, and expedition behavior skill development for horse adventure campers.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age, preferred at least 21 years of age
- Experience teaching in a multi-level equestrian program preferred.
- Experience with different horses and riding.
- Knowledge of horse behavior and working knowledge of training techniques.
- Ability to recognize equine health issues.
- Backcountry camping knowledge and skills preferred.
- Mature judgment and responsibility.
- Ability to respond to emergency situations effectively and respond properly
- Working knowledge of feeding, horse care, grooming and tacking
- Ability to work with other staff as a positive team member
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Be flexible, innovative, and a good communicator.

Essential Job Functions:

- Assist year-round equestrian staff in day-to-day horsemanship
- Supervise, advise, and evaluate Horse Adventure Staff
- Help maintain ACA and CHA standards
- Schedule horse adventure staff to cover all duties and jobs both in camp and on trail
- Provide a fun, safe, and effective Horse Adventure Camp program
- Help train, motivate, and supervise staff and trainees in a positive manner
- Actively role-model positive and respectful behavior
- Enforce and adhere to all camp and stable rules and regulations.

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Summer Job Description Summaries & Salaries

Job Title: Horse Camp Unit Leader

Classification: Specialty Leadership Staff

Supervisor: Assistant Equestrian Director, Equestrian Director

Position Purpose: Act as lead facilitator for the Horse Camp and Advanced Horse Camp Program. Facilitate program that includes arena lessons, trail rides, and evening programs in a manner that promotes safety, learning, and fun

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Experience teaching in a multi-level equestrian program preferred.
- Experience with different horses and riding.
- Knowledge of horse behavior and working knowledge of training techniques.
- Ability to recognize equine health issues.
- Mature judgment and responsibility.
- Ability to work as a team member with all staff.
- Ability to respond to emergency situations effectively and respond properly
- Working knowledge of feeding, horse care, grooming and tacking
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Assist year-round equestrian staff in day-to-day horsemanship
- Supervise, advise, and evaluate Horse Camp Staff
- Help maintain ACA and CHA standards
- Schedule horse camp staff to cover all duties and supervision of campers.
- Provide a fun, safe, and effective Horse Adventure Camp program
- Help train, motivate, and supervise staff and trainees in a positive manner
- Actively role-model positive and respectful behavior.
- Enforce and adhere to all camp and stable rules and regulations.

Job Title: OWL Unit Leader

Classification: Specialty Leadership Staff

Supervisor: Teen Leadership Program Coordinator

Position Purpose: To oversee and facilitate the day-to-day Ondessonk Wisdom in Leadership experience, coordinate and ensure OWL supervision, and act to build community as well as a safe and welcoming environment within the unit and at Camp Ondessonk overall.

Positions Per Week: 2

Qualifications:

- At least 20 years of age
- Flexibility, good work ethic, and solid communication skills
- Able to hike for extended periods and carry up to 50 pounds
- Solid ability to build rapport, mentor, and teach teenagers

Essential Job Functions:

- Facilitate the day-to-day experience and learning of campers in the OWL program.
- Responsible for the discipline, health, and safety of OWL campers and attached staff.
- Schedule, advise, and evaluate all staff attached to OWL program
- Coordinate with OWL Support Staff to ensure coverage of all unit duties.
- Supervise and engage with OWL campers in and out of program time.
- Ensure quality of OWL camper experience and timeliness of arrival to scheduled activities
- Ensure ACA and Ondessonk Standards and policy are followed.
- Maintain cleanliness of assigned lodging (including cabins, outhouse, firepit, etc.)

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Summer Job Description Summaries & Salaries

Leadership Staff:

Job Title: Archery Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Archery activity area at Camp Ondessonk; develop and facilitate a comprehensive archery program; training, scheduling, and guiding of archery instructor(s).

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- USA Archery Level 1 Certification/BAI (or higher) preferred
- Strong teaching ability

Essential Job Functions:

- Supervise, advise, and evaluate Archery Instructor(s)
- Develop and facilitate archery programming to teach proper technique and safety, while developing discipline, patience, and self-control
- Organize and keep an accurate inventory of supplies
- Maintain cleanliness and functioning of the Archery Shed and Activity Area
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Assist in office during off-periods
- Other duties as assigned

Job Title: Boating Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Boating Program at Camp Ondessonk; develop and facilitate a comprehensive Boating Program; training and guiding lifeguards and Unit staff to facilitate boating programming.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- **Active Lifeguard Certification**
- Be flexible, innovative, and a good communicator
- Strong teaching ability
- Proficiency in paddling techniques
- Familiarity with teambuilding and experiential education
- Preferred - American Canoeing Association Instructor

Essential Job Functions:

- Develop and facilitate water-based programming to help campers experience the natural world from a new perspective, reframe team-building and individual growth, and teach paddling technique and safety.
- Organize and keep an accurate inventory of supplies and equipment
- Maintain cleanliness and functioning of the Boating Shed and Activity Area
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Assist with Lodge logistics during off-periods
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Challenge Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Challenge Program at Camp Ondessonk; develop and facilitate a comprehensive Challenge and Team-building program; training, scheduling, and guiding of Challenge instructors.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Strong teaching ability
- Belay Proficiency
- ACCT Certification or equivalent knowledge of High Ropes Systems and Gear

Essential Job Functions:

- Supervise, advise, and evaluate Challenge Instructors
- Develop and facilitate High and Low Challenge programming
- Organize and keep an accurate inventory of supplies and equipment
- Maintain cleanliness and functioning of the High Ropes Course, GBI Shed, and Low Ropes Course
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Other duties as assigned

Preferred Certifications:

- ACCT Level II (or higher)
 - Or equivalent certification

Job Title: Council Coordinator

Classification: Leadership Staff

Supervisor: Program Director

Position Purpose: Oversee the Council Program at Camp Ondessonk; develop and facilitate a comprehensive Council program; training, scheduling, and guiding of Council instructors; Coordinate and run logistics for Sunday evening Mass.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Strong teaching ability
- Educational background in Theology and/or Religious Studies or experience in teaching those subjects
- Active participation in a Catholic parish or ministry.
- Preferred - Extraordinary Minister of Holy Communion at Mass
- Preferred - Catechist Certification

Essential Job Functions:

- Supervise, advise, and evaluate Council Instructors
- Coordinate and set-up Sunday evening Mass
- Facilitate daily prayer services
- Develop and facilitate religious and spiritual programming to create a space for exploration of beliefs through hands-on activities, reflections, and discussions, while encouraging campers to engage with the wisdom cultivated by the Church and to begin to take more personal responsibility and ownership of their faith.
- Organize and keep an accurate inventory of supplies
- Maintain cleanliness and functioning of the Council Activity Area and Chapel
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Dining Hall Manager

Classification: Leadership Staff

Supervisor: Food Services Director

Position Purpose: Coordinates meals, programming, and operations of the “front of house” in the Dining Hall. Must have or be willing to obtain Food Handler Certification.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Clean driving record
- Great organizational skills
- Good conflict management skills
- Ability to excel in a fast-paced environment
- Great crowd management
- Serve Safe Certification

Essential Job Functions:

- Project enthusiasm to large groups
- Leads Camp Ondessonk’s meals
- Responsible for clean-up of the dining hall after each meal
- Manage the cleaning process of all serving dishes, plates, cups, utensils, etc.
- Prepare condiments, cereal, etc. for tables prior to campers arriving
- Providing assistance in preparing meals when needed, and managing dining hall staff
- Training all staff to follow Camp Ondessonk dining procedures
- Other duties as assigned

Job Title: Handicrafts Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Handicrafts activity area at Camp Ondessonk; develop and facilitate fun craft activities; training, scheduling, and guiding of handicrafts instructors.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Be well-organized and able to forecast supply needs
- Possess knowledge of crafting
- Strong teaching ability

Essential Job Functions:

- Supervise, advise, and evaluate Handicrafts Instructors
- Develop and facilitate hands-on craft projects to encourage individual creativity and to instill a sense of pride in campers for the products of their labor and creativity.
- Organize and keep an accurate inventory of crafting supplies
- Maintain cleanliness and functioning of the Handicrafts Pavilion
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Assist in Trading Post
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Head Wrangler

Classification: Leadership Staff

Supervisor: Equestrian Director, Equestrian Coordinator

Position Purpose: Assist the full-time equestrian staff in the day-to day activities of the barn, including daily ride schedules, care for the herd, and organizing and evaluating wrangler staff.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Experience teaching in a multi-level equestrian program preferred.
- Experience with different horses and riding.
- Knowledge of horse behavior and working knowledge of training techniques.
- Ability to recognize equine health issues.
- Mature judgment and responsibility.
- Ability to work as a team member with all staff.
- Ability to respond to emergency situations effectively and respond properly
- Working knowledge of feeding, horse care, grooming and tacking
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Assist year-round equestrian staff in day-to-day horsemanship
- Supervise, advise, and evaluate Wranglers
- Help maintain ACA and CHA standards
- Schedule wrangler staff to cover daily programming
- Provide a fun, safe, and effective riding program.
- Help train, motivate, and supervise staff and trainees in a positive manner.
- Act as the liaison/contact person between unit leaders and the stables.
- Actively role-model positive and respectful behavior.
- Teach and supervise wrangler staff, LITs and CITs in the stable.
- Enforce and adhere to all camp and stable rules and regulations.
- Work with volunteers as needed to ensure a safe and satisfying experience.

Job Title: Health and Sanitation Coordinator

Classification: Leadership Staff

Supervisor: Adventure & Group Services Director and Camp Ranger

Position Purpose: Manage and maintain the cleanliness of all non-activity areas, bathing facilities, outhouses, and units.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Clean driving record
- Great organizational skills
- Able to lift 50+ lbs

Essential Job Functions:

- Supervise and schedule health and sanitation staff
- Train staff to follow Camp Ondessonk cleanliness procedures
- Ensure shower houses and outhouses are clean and disinfected.
- Collect and sort all trash, recycling, and compost around camp.
- Facilitate daily cabin cleanliness inspections
- Aid in meal deliveries
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Media Coordinator

Classification: Leadership Staff

Supervisor: Sr. Director of Communication

Position Purpose: Supervise and schedule media staff. Manage media projects including, but not limited to: Camp Ondessonk social media, print publications, and online parent portal (Bunk1).

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow
- Design and editing experience

Essential Job Functions:

- Supervise, advise, and evaluate Media Staff
- Manage Media Staff assignments and schedules
- Maintain an organized, clean, and efficient work environment
- Perform parent communication throughout the summer
 - BUNK1 troubleshooting
- Help maintain ACA standards
- Other duties as assigned

Preferred Experience:

- Experience working with the following programs:
 - Adobe Photoshop
 - Adobe Premiere
 - Adobe Audition
- Experience working with the following social media platforms:
 - Facebook
 - Instagram
 - Twitter
 - YouTube
 - LinkedIn

Job Title: Mini Program Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: To coordinate and facilitate mini-camp programs and assist with the supervision of campers in the mini-camp and explorer programs.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow

Essential Job Functions:

- Assign Mini Program Staff to activity areas when mini campers are present
- Plan & facilitate mini-camp evening programming on Tuesday and Thursday nights
- Facilitate mini-camp special activity on Friday in collaboration with the Special Activities Coordinator
- Plan & facilitate mini-camp STEM and environmental education programs
- Assist Unit Leaders with camper supervision throughout the day

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Summer Job Description Summaries & Salaries

Job Title: Nature Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Nature and Woodcraft Programs at Camp Ondessonk; develop and facilitate a comprehensive Nature program; training, scheduling, and guiding of nature instructors.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Strong teaching ability
- Educational background in Ecology, Biology, and/or Geology preferred

Essential Job Functions:

- Supervise, advise, and evaluate Nature Instructors
- Develop and facilitate Nature programming to instill a close relationship and appreciation for the natural world while augmenting each camper's ability to engage with nature through various outdoor living skills.
- Organize and keep an accurate inventory of supplies
- Maintain cleanliness and functioning of the Woodcraft Shed and Activity Area
- Take point on maintaining trail system during the summer
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Other duties as assigned

Preferred Certifications:

- WFR or WFA
- LNT
- Wilderness Interpretation

Job Title: Office Manager

Classification: Leadership Staff

Supervisor: Database Coordinator

Position Purpose: Supervise and schedule office staff. Manage incoming and outgoing communications and mail that flow through the Camp Office. Provide administrative and logistical support for the Ondessonk Administration.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow
- Customer Service Experience
- Familiarity with Microsoft Office suite

Essential Job Functions:

- Supervise, advise, and evaluate Office Staff
- Manage Office Staff assignments and schedules
- Maintain an organized, clean, and efficient work environment
- Perform parent communication throughout the summer
- Creation of registration and check-out packets each week
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Help maintain ACA standards
- Other duties as assigned

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Summer Job Description Summaries & Salaries

Job Title: Riflery Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Riflery Program at Camp Ondessonk; develop and facilitate a comprehensive Riflery program; training, scheduling, and guiding of riflery instructors.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Strong teaching ability
- Comfortability and experience handling rifles and teaching proper use of firearms
- NRA Safety Certification
- FOID card

Essential Job Functions:

- Supervise, advise, and evaluate Riflery Instructors
- Develop and facilitate Riflery programming to teach proper technique and safety, while developing discipline, patience, and self-control
- Organize and keep an accurate inventory of supplies
- Maintain cleanliness and functioning of .22-caliber rifles and the riflery activity area
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Assist Camp Ranger and maintenance crew during off-periods
- Other duties as assigned

Job Title: Special Activities Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee and implement all specialty programs including evening programs, and all-camp events. Assist in Camper Progression, Mini Camp Programming, & Adventure, Lodge, and OWL program logistics

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Have the ability to project voice.
- Possess a clean driving record
- Be flexible, innovative, and a good communicator

Essential Job Functions:

- Implement Evening Programming such as Moonlight Gold Rush, Opening & Closing Campfires, etc.
- Assist Summer Program Coordinator with special programs for Senior Campers
- Assist with Lodge Ceremony logistics
- Assist in OWL program logistics
- Assist in Adventure program logistics
- Other duties as assigned

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Swimming Coordinator

Classification: Leadership Staff

Supervisor: Summer Program Coordinator

Position Purpose: Oversee the Swimming Program at Camp Ondessonk; training, scheduling, and guiding lifeguards to staff Lake St. Isaac during swim blocks; participating in the lifeguard rotation.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- **Active Lifeguard Certification**
- Be flexible, innovative, and a good communicator
- Strong teaching ability

Essential Job Functions:

- Develop and facilitate water-based programming to encourage fun and comradery within the unit via allowance of unstructured leisure time in and around the water.
- Organize and keep an accurate inventory of supplies and equipment
- Maintain cleanliness and functioning of the Swimming Shed and Lake St. Isaac
- Work with Program Director to order more supplies as needed
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Other duties as assigned

Preferred Certifications:

- Lifeguard Instructor
- Basic Swim Instructor

Job Title: Trading Post Manager

Classification: Leadership Staff

Supervisor: Finance Director

Position Purpose: To oversee the summer Trading Post operations, ensuring cleanliness and organization, accurate tracking of inventory and sales records, and operate the trading post throughout the week.

Positions Per Week: 1

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow
- Customer Service experience preferred
- Cashier/Sales experience preferred

Essential Job Functions:

- Maintain cleanliness and organization of Trading Post (front and back-end)
- Operate the Trading Post throughout the week with assistance from Handicrafts instructors
- Track an accurate inventory of stock and record of sales
- Work with Finance Director and Food Service Director to order new stock as needed
- Help maintain ACA standards
- Serve as a mentor for OWL Program and help cover nighttime supervision
- Other duties as assigned

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Unit Leader

Classification: Leadership Staff

Supervisor: Head Counselor

Position Purpose: To oversee and facilitate the summer camp unit experience, coordinate and ensure camper supervision both in and out of activity areas, and act to build community as well as a safe and welcoming environment within the unit and at Camp Ondessonk overall.

Positions Per Week: 12

Qualifications:

- Must be at least 20 years of age
- Flexibility, good work ethic, and solid communication skills
- Able to hike for extended periods and carry up to 50 pounds
- Camp Ondessonk work experience preferred

Essential Job Functions:

- Facilitate unit life for 24-40 campers ages 8-15.
- Responsible for the discipline, health, and safety of all campers and staff in unit
- Schedule, advise, and evaluate all general staff assigned to unit
- Coordinate with assigned staff to ensure coverage of all unit duties.
- Supervise and engage with campers in and out of unit time.
- Ensure quality of camper experience and timeliness of arrival to scheduled activities
- Ensure ACA and Ondessonk Standards and policy are followed in the unit.
- Maintain cleanliness of unit (including cabins, outhouse, firepit, etc.)
- Other duties as assigned

Camp Ondessonk

Summer Job Description Summaries & Salaries

General Staff:

Job Title: Adventure Instructor

Classification: General Staff

Supervisor: Adventure Lead Instructor

Position Purpose: Act as facilitator for adventure programs both in-camp, the surrounding Shawnee Forest, and other remote locations. Facilitate adventure, backcountry living, and expedition behavior skill development for adventure campers.

Positions Per Week: 4

Qualifications:

- Must be at least 18 years of age
- Experience teaching in an outdoor adventure setting preferred.
- Backcountry camping knowledge and skills.
- Mature judgment and responsibility.
- Ability to respond to emergency situations effectively and respond properly
- Ability to work with other staff as a positive team member
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Be flexible, innovative, and a good communicator.
- Wilderness Medicine Certification (WFA or WFR) strongly preferred
- Lifeguard Certification strongly preferred

Essential Job Functions:

- Act as facilitator on weeklong and 10-day adventure trips at Camp Ondessonk and elsewhere.
- Facilitate adventure experiences, backcountry living, and expedition behavior skill development for up to 12 campers.
- Help maintain ACA standards
- Assist Adventure Lead Instructor to cover all duties and jobs both in and out of camp.
- Provide a fun, safe, and effective Adventure Camp program
- Actively role-model positive and respectful behavior

Enforce and adhere to all Camp Ondessonk rules and regulations.

Job Title: Archery Instructor

Classification: General Staff

Supervisor: Archery Coordinator

Position Purpose: To facilitate Archery programming during activity blocks and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 1

Qualifications:

- Must be at least 17 years of age
- Flexibility, good work ethic and discipline, and solid communication skills
- Comfortability and experience handling bows and arrows

Essential Job Functions:

- Facilitate Archery programming to help campers develop discipline, patience, and self-control.
- Assist in the maintenance and cleaning of bows, arrows, and the archery shed/activity area
- Supervise and engage with campers in assigned unit outside of activity blocks
- Assist in office during off-periods
- Other duties as assigned

Preferred Certifications:

- USA Archery Instructor Level 1 (or higher)

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Challenge Instructor

Classification: General Staff

Supervisor: Challenge Coordinator

Position Purpose: To facilitate High and Low Challenge programming during activity blocks and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 5

Qualifications:

- Must be at least 17 years of age
- Flexibility, good work ethic, and solid communication skills
- Comfortability working at height with proper safety gear

Essential Job Functions:

- Facilitate High Ropes and Low Ropes programming to help campers step outside their comfort zones and facilitate individual and group growth
- Assist in the maintenance and cleaning of the High Ropes Course, Low Ropes Course, and GBI shed
- Supervise and engage with campers in assigned unit outside of activity blocks
- Other duties as assigned

Preferred Certifications:

- ACCT Level 1 (or higher)

Job Title: Council Instructor

Classification: General Staff

Supervisor: Council Coordinator

Position Purpose: To facilitate Council programming during activity blocks and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 1

Qualifications:

- Must be at least 17 years of age
- Flexibility, good work ethic, and solid communication skills
- Educational background in Theology and/or Religious Studies or experience in teaching those subjects
- Should have an active participation in a Catholic parish or ministry.

Essential Job Functions:

- Assist in the coordination and set-up Sunday evening Mass
- Assist in facilitation of daily prayer services
- Facilitate religious and spiritual programming to create a space for exploration of beliefs through hands-on activities, reflections, and discussions, while encouraging campers to engage with the wisdom cultivated by the Church and to begin to take more personal responsibility and ownership of their faith.
- Assist in the maintenance and cleaning of the Council Activity Area and Chapel
- Supervise and engage with campers in assigned unit outside of activity blocks
- Other duties as assigned

Preferred Certifications:

- Extraordinary Minister of Holy Communion at Mass

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Dining Hall Staff

Classification: General Staff

Supervisor: Food Services Director

Position Purpose: Helps coordinate meals and programming in the Dining Hall. Must have or be willing to obtain Food Handler Certification.

Positions Per Week: 3

Qualifications:

- Must be at least 17 years of age
- Strong teamwork and communication skills
- Great crowd management

Essential Job Functions:

- Assist with meal facilitation through leading the meal, salad bar management, and post meal dish collection
- Assist with the clean-up of the dining hall after each meal
- Cleaning and sanitation of all serving dishes, plates, cups, utensils, etc.
- Prepare condiments, cereal, etc. for tables prior to campers arriving
- Providing assistance in preparing meals when needed
- Other duties as assigned

Job Title: H&S Staff

Classification: General Staff

Supervisor: H&S Coordinator

Position Purpose: Ensure cleanliness of all camp facilities.

Positions Per Week: 2

Qualifications:

- Must be at least 17 years of age
- Be flexible, innovative, and a good communicator
- Able to lift 50+ lbs
- Attention to detail

Essential Job Functions:

- Cleaning and disinfecting showers and bathrooms
- Conduct unit cabin inspections
- Support H&S Coordinator
- Promote cleanliness efforts

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Handicrafts Instructor

Classification: General Staff

Supervisor: Handicrafts Coordinator

Position Purpose: To facilitate Handicrafts programming during activity blocks and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 2

Qualifications:

- Must be at least 17 years of age
- Flexibility, good work ethic, and solid communication skills
- Basic proficiency in camp-related crafts (i.e. boondoggle, gods-eyes, friendship bracelets, etc)

Essential Job Functions:

- Facilitate handicrafts programming to encourage individual creativity and to instill a sense of pride in campers for the products of their labor and creativity.
- Assist in the maintenance and cleaning of the Handicrafts Pavilion and Trading Post
- Supervise and engage with campers in assigned unit outside of activity blocks
- Assist trading post staff as needed
- Other duties as assigned

Job Title: Horse Adventure Instructor

Classification: General Staff

Supervisor: Horse Adventure Unit Leader

Position Purpose: Act as lead facilitator for the Horse Camp and Advanced Horse Camp Program, overseeing programs that includes arena lessons, trail rides, and evening programs in a manner that promotes safety, learning, and fun.

Positions Per Week: 2

Qualifications:

- Must be at least 18 years of age
- Be flexible, innovative, and a good communicator
- Ability to respond to emergency situations effectively and respond properly
- Working knowledge of feeding, horse care, grooming and tacking
- Ability to work with other staff as a positive team member
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Experience teaching in an equestrian program preferred.
- Experience with different horses and riding.
- Ability to recognize equine health issues.
- Backcountry camping knowledge and skills

Essential Job Functions:

- Act as facilitator of horse adventure camp, leading campers both in camp and on the 3-night trip
- Help maintain ACA and CHA standards
- Assist in covering all duties and supervision of campers
- Assist in providing a fun, safe, and effective Horse Camp program
- Supporting the Team Lead with logistics, skill lessons, backcountry living, & group management
- Help maintain good condition of all equipment.

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Horse Camp Staff

Classification: General Staff

Supervisor: Horse Camp Unit Leader

Position Purpose: Act as lead facilitator for the Horse Camp and Advanced Horse Camp Program, overseeing programs that includes arena lessons, trail rides, and evening programs in a manner that promotes safety, learning, and fun.

Positions Per Week: 2

Qualifications:

- Be flexible, innovative, and a good communicator
- Ability to respond to emergency situations effectively and respond properly
- Working knowledge of feeding, horse care, grooming and tacking
- Ability to work with other staff as a positive team member
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Experience teaching in an equestrian program preferred.
- Experience with different horses and riding.
- Ability to recognize equine health issues.

Essential Job Functions:

- Act as facilitator of horse adventure camp, leading campers both in camp and on the 3-night trip
- Help maintain ACA and CHA standards
- Assist in providing a fun, safe, and effective Horse Camp program
- Assist in covering all duties and supervision of campers
- Supporting the Team Lead with logistics, skill lessons, backcountry living, & group management

Help maintain good condition of all equipment.

Job Title: Kitchen Staff

Classification: General Staff

Supervisor: Kitchen Manager

Position Purpose: Prepare & serve meals to campers, volunteers, and staff. Must have or be willing to obtain a Food Handler License.

Positions Per Week: 8

Qualifications:

- Must be at least 17 years of age
- Ability to stand and work for an entire shift
- Strong teamwork and communication skills
- Follow directions

Essential Job Functions:

- Clean and sanitize cookware, and utensils
- Clean and sanitize food preparation workstations
- Assist in the food preparation process by cutting, chopping, slicing, and washing vegetables, meats, and other ingredients while having fun
- Communicate needs to supervisors
- Other duties as assigned

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Lifeguard

Classification: General Staff

Supervisor: Swimming Coordinator & Boating Coordinator

Position Purpose: To provide supervision of Lake St. Isaac and Lake Echon during Swimming and Boating periods; facilitate boating programming; and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 7 – 8

Qualifications:

- Must be at least 17 years of age
- **Active Lifeguard Certification**
- Flexibility, good work ethic, and solid communication skills

Essential Job Functions:

- Supervise campers during swimming and boating blocks
- Assist in the maintenance and cleaning of the swimming and boating activity areas
- Supervise and engage with campers in assigned unit outside of activity blocks
- Other duties as assigned

Preferred Certifications:

- Basic Swim Instructor

Job Title: Media Staff

Classification: General Staff

Supervisor: Media Coordinator

Position Purpose: Help maintain Camp Ondessonk's BUNK1 photo and email site and social media platforms. Support the Media Coordinator in managing media projects including, but not limited to: Camp Ondessonk social media, print publications, and online parent portal (Bunk1), through taking pictures and videos of campers and staff.

Positions Per Week: 2

Qualifications:

- Must be at least 17 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow
- Be able to operate a DSLR camera and video equipment properly

Essential Job Functions:

- Take unit photos on Sunday afternoon/evening
- Take photos and videos at various activity areas throughout the week
- Upload photos and videos to media platforms (BUNK1, social media, etc.)
- Generate content ideas for social media
- Maintain an organized, clean, and efficient work environment
- Other duties as assigned

Preferred Experience:

- Experience working with the following social media platforms:
 - Facebook
 - Instagram
 - Twitter
 - YouTube
 - LinkedIn

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Mini Program Staff

Classification: General Staff

Supervisor: Mini Program Coordinator

Position Purpose: To facilitate mini-camp programs and assist with the supervision of campers in the mini-camp and explorer programs.

Positions Per Week: 3

Qualifications:

- Must be at least 17 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow

Essential Job Functions:

- Assist activity areas when mini campers are present
- Facilitate mini-camp evening programming on Tuesday and Thursday nights
- Facilitate mini-camp special activity on Friday
- Facilitate mini-camp STEM and environmental education programs
- Assist Unit Leaders with camper supervision throughout the day

Job Title: Nature Instructor

Classification: General Staff

Supervisor: Nature Coordinator

Position Purpose: To lead All-Day Explorations, facilitate Nature and Woodcraft programming during activity blocks, and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 5

Qualifications:

- Must be at least 17 years of age
- Flexibility, good work ethic, and solid communication skills
- Educational background in Ecology, Botany, Biology, and/or Geology preferred
- Able to hike for extended periods and carry up to 50 pounds

Essential Job Functions:

- Lead All-Day Explorations through the Shawnee National Forest
- Teach campers about local flora, fauna, geology, ecology, and natural and cultural history.
- Facilitate Nature and Woodcraft programming to instill a close relationship and appreciation for the natural world while augmenting each camper's ability to engage with nature through various outdoor living skills.
- Assist in the maintenance and cleaning of the Woodcraft Activity Area
- Assist in trail maintenance
- Supervise and engage with campers in assigned unit outside of activity blocks
- Other duties as assigned

Preferred Certifications:

- LNT instructor
- Certified Interpreter
- WFR or WFA

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Office Staff

Classification: General Staff

Supervisor: Office Manager

Position Purpose: To Provide logistic and secretarial support to the Office Manager and the Full-Time Administration; to assist in managing all incoming and outgoing communications and mail that go through the Camp Ondessonk Office.

Positions Per Week: 1

Qualifications:

- Must be at least 17 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow
- Customer Service Experience preferred
- Familiarity with Microsoft Office suite preferred

Essential Job Functions:

- Answering Phones
- Data Entry
- Parent Communications
- Bunk Note and Mail Preparation
- Maintain an organized, clean, and efficient work environment
- Supervise and engage with campers in assigned unit outside of activity blocks
- Other duties as assigned

Job Title: OWL Support Staff

Classification: General Staff

Supervisor: OWL Unit Leader

Position Purpose: To support the OWL unit leader in coordination and facilitation of the Ondessonk Wisdom in Leadership experience, coordinate and ensure OWL camper supervision, and act to build community as well as a safe and welcoming environment within the unit and at Camp Ondessonk overall.

Positions Per Week: 3

Qualifications:

- Must be at least 18 years of age
- Flexibility, good work ethic, and solid communication skills
- Able to hike for extended periods and carry up to 50 pounds
- Camp Ondessonk work experience preferred

Essential Job Functions:

- Assist in the facilitation of the day-today experience and learning of campers in the OWL program.
- Assist OWL Unit Leader in ensuring the discipline, health, and safety of all OWL campers and attached staff
- Coordinate with OWL Unit Leader to ensure coverage of all unit duties.
- Supervise and engage with OWL campers in and out of program.
- Ensure quality of OWL camper experience and timeliness of arrival to scheduled activities
- Ensure ACA and Ondessonk Standards and policy are followed.
- Maintain cleanliness of assigned lodging (including cabins, outhouse, firepit, etc.)
- Other duties as assigned

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Riflery Instructor

Classification: General Staff

Supervisor: Riflery Coordinator

Position Purpose: To facilitate Riflery programming during activity blocks and assist in the supervision of campers outside of activity blocks.

Positions Per Week: 2

Qualifications:

- Must be at least 17 years of age
- Flexibility, good work ethic and discipline, and solid communication skills
- Comfortability and experience handling firearms

Essential Job Functions:

- Facilitate Riflery programming to help campers develop discipline, patience, and self-control.
- Assist in the maintenance and cleaning of rifles and the riflery shed/activity area
- Supervise and engage with campers in assigned unit outside of activity blocks
- Assist Camp Ranger and Maintenance Crew during off-periods
- Other duties as assigned

Preferred Certifications:

- FOID card
- NRA Safety Certification

Job Title: Trading Post Staff

Classification: General Staff

Supervisor: Trading Post

Position Purpose: To Provide logistic support to the Trading Post Manager To assist with the summer Trading Post operations, ensuring cleanliness and organization, accurate tracking of inventory and sales records, and operate the trading post throughout the week.

Positions Per Week: 1

Qualifications:

- Must be at least 17 years of age
- Be flexible, innovative, and a good communicator
- Be organized, detail-oriented
- Be open-minded, collaborative, and willing to learn/grow
- Customer Service Experience preferred
- Cashier/Sales experience preferred

Essential Job Functions:

- Maintain cleanliness and organization of Trading Post (front and back-end)
- Operate the Trading Post throughout the week with assistance from Handicrafts instructors
- Track an accurate inventory of stock and record of sales
- Work with Finance Director and Food Service Director to order new stock as needed
- Help maintain ACA standards
- Other duties as assigned

Camp Ondessonk

Summer Job Description Summaries & Salaries

Job Title: Wrangler

Classification: General Staff

Supervisor: Head Wrangler

Position Purpose: Work as part of a team to lead, assist, and teach horsemanship, riding lessons, and trail rides in a manner that promotes safety, learning, and fun. Assist in all aspects of stable management, horse care, and maintenance in a safe, responsible, and efficient manner.

Positions Per Week: 6

Qualifications:

- Be flexible, innovative, and a good communicator.
- Ability to respond to emergency situations effectively and respond properly
- Working knowledge of feeding, horse care, grooming and tacking
- Ability to work with other staff as a positive team member
- Previous working knowledge of basic horse care and western riding
- Willingness to learn and grow
- Capable of working long hours with minimal breaks outdoors in summer
- Experience teaching in an equestrian program preferred.
- Experience with different horses and riding preferred.
- Ability to recognize equine health issues preferred.
- Must be at least 17 years of age

Essential Job Functions:

- Actively supervise and interact with campers participating in stable activities
- Lead and/or assist with trail rides
- Ensure that stable rules and proper safety procedures are being followed
- Instruct and demonstrate proper horsemanship and riding techniques
- Assist in maintenance of the stable area and equipment, including mucking the yard, fence repair, and tack upkeep
- Ability to assist in and evaluate campers' horsemanship ability
- Agree and adhere to all camp regulations and policies
- Help maintain ACA and CHA standards
- Help maintain good condition of all equipment.