

# 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 Weekly Salary of each position is set by classification.**

- **General Staff - \$450** 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- \$465** 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- \$470** 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- \$475** 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** (3<sup>rd</sup> year as paid staff)
- **4+ years of experience at Ondessonk- \$15/week** (5<sup>th</sup> year as paid staff)
- **6+ years of experience at Ondessonk- \$25/week** (7<sup>th</sup> 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 2025 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](mailto:nolan.hurst@ondessonk.com) or Lisa at [lisa.bloodworth@ondessonk.com](mailto:lisa.bloodworth@ondessonk.com)

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# Camp Ondessonk

## Summer Job Description Summaries & Salaries

### Summer Administration:

**Job Title:** Camper Coordinator

**Classification:** Summer Administration

**Supervisor:** Summer Camp Coordinator

**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.
- Oversee Camper Support Specialists, including schedule, case load, communication of concerns, and resources.
- Work with the Summer Camp Coordinator and Staff Coordinator to support 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:** Staff Coordinator

**Classification:** Summer Administration

**Supervisor:** Summer Camp Coordinator

**Position Purpose:** Oversee staffing assignments, staff additional training/education sessions, and staff down time activities. Be available to advise and manage both positive staff/staff interactions and challenging staff/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 staff assignments such as Unit assignments, check in jobs, check out jobs, unit duties, weekend duties, etc.
- Assist with staff conflict, and be a resource to help those who are living and working together
- Create ongoing staff opportunities throughout the summer that include education, training, and recreation
- Assist in developing and facilitating intentional programming to help guide the development of CITs and OWL campers.
- Manage activity and unit assignments for CITs
- Act as on-call administrator during select nights and weekends
- Help maintain ACA standards
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Teen Program Coordinator

**Classification:** Summer Administration

**Supervisor:** Program Director

**Position Purpose:** Oversee the OWL and Adventure Program. Coordinate logistics and staffing support for both programs, being available to advise and manage both positive camper/staff interactions and challenging camper/staff interactions within the OWL and Adventure programs.

**Qualifications:**

- Must be over the age of 21
- Possess a clean driving record
- Hold/ be working towards degree in recreation, adventure education, outdoor management, etc.
- Be flexible, innovative, and a good communicator

**Essential Job Functions:**

- Assist in training of staff for programs
- Assist in development and facilitation of intentional programming for OWL and Adventure Programs.
- Support Adventure Logistician in managing logistics for adventure, horse programs, and OWL programs including equipment moving, printing, food packing, meal drops, etc.
- Supervise, advise, and evaluate OWL and Adventure Lead Instructors
- Provide program support for programs through skill facilitation or leading education sessions.
- Assist with challenging camper situations
- 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

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

### Specialty Leadership Staff:

**Job Title:** Adventure Lead Instructor

**Classification:** Specialty Leadership Staff

**Supervisor:** Teen Program Coordinator

**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:** 1

#### 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
- 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 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

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Assistant Health Center Coordinator

**Classification:** Specialty Leadership Staff

**Supervisor:** Health Center Coordinator

**Position Purpose:** Assist with overseeing and implementing Health Center operations and volunteer coordination

**Positions Per Week:** 1

**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 the 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
- Coordinate with and consult Health Center Coordinator and Camp Physician for larger needs.
- Other duties as assigned

**Job Title:** Camper Support Specialist

**Classification:** Specialty Leadership

**Supervisor:** Camper Coordinator

**Position Purpose:** Provide targeted assistance for campers.

**Positions Per Week:** 2

**Qualifications:**

- Must be at least 19 years of age
- Knowledge and experience working with a variety of camper situations
- Possess a clean driving record
- Be flexible, innovative, and a good communicator

**Essential Job Functions:**

- Implement 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 Camper Coordinator to support Unit Leaders and Unit Staff who have requested additional assistance serving their campers.
- Assist with parent communication throughout the summer
- Help maintain ACA standards
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Horse Adventure Unit Leader

**Classification:** Specialty Leadership Staff

**Supervisor:** Equestrian Coordinator, 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.

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Horse Camp Unit Leader

**Classification:** Specialty Leadership Staff

**Supervisor:** Equestrian Coordinator, 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 Lead Instructor

**Classification:** Specialty Leadership Staff

**Supervisor:** Teen 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:** 1

**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.)



# Camp Ondessonk

## Summer Job Description Summaries & Salaries

### Leadership Staff:

**Job Title:** Adventure Logistics Coordinator

**Classification:** General Staff

**Supervisor:** Adventure Lead Instructor & Teen Program Coordinator

**Position Purpose:** Act as logistical support for adventure programs both in-camp, the surrounding Shawnee Forest, and other remote locations.

**Positions Per Week:** 1

**Qualifications:**

- Must be at least 18 years of age
- Experience managing the logistic of an outdoor adventure program preferred.
- Backcountry camping knowledge and skills.
- Mature judgment and responsibility.
- Ability to work independently
- Willingness to learn and grow
- Be flexible, innovative, and a good communicator.

**Essential Job Functions:**

- Assist in logistical work for adventure programs including meal packing, meal drops, equipment moving, etc.
- Maintain adventure inventory and manage care of gear throughout summer
- Repair and clean adventure gear
- Act as a backup facilitator for adventure experiences, backcountry living, etc.
- 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 Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Boating Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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
- Assist with swimming during off-periods
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Job Title:** Challenge Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Council Coordinator

**Classification:** Leadership Staff

**Supervisor:** Program Coordinator

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**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.

**Positions Per Week:** 1

**Qualifications:**

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

**Essential Job Functions:**

- Leads Camp Ondessonk’s meals with support from the Special Activities Coordinator
- Project enthusiasm to large groups
- 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 delivering packouts
- Management and supervision of dining hall staff
- Training all staff to follow Camp Ondessonk dining procedures
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Handicrafts Coordinator

**Classification:** Leadership Staff

**Supervisor:** Program Coordinator

**Position Purpose:** Oversee the Handicrafts activity area at Camp Ondessonk; develop and facilitate fun craft activities; training, scheduling, and guiding 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
- Assist in Trading Post
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**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

**Essential Job Functions:**

- Assist year-round equestrian staff in day-to-day horsemanship
- Supervise, advise, and evaluate Wranglers & CITs
- 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.
- Enforce and adhere to all camp and stable rules and regulations.

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Health and Sanitation Coordinator

**Classification:** Leadership Staff

**Supervisor:** Support Services Coordinator

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Job Title:** Kitchen Crew Lead

**Classification:** Leadership Staff

**Supervisor:** Food Service Director

**Position Purpose:** Directly supports the Food Service Director in providing supervision and guidance to Kitchen Staff pertaining to the preparation of all camp meals. Must have or be willing to obtain an Illinois Food Service Managers License.

**Positions Per Week:** 1

**Qualifications:**

- Must be at or over the age of 18
- Clean driving record
- Familiarization with a wide variety of recipes
- Great organizational skills
- Good conflict management skills
- Ability to excel in a fast-paced environment
- Food Manager Certification

**Essential Job Functions:**

- Ensuring that all food items and products are stored, prepared, and served based on Camp Ondessonk's recipe, preparation, and portion standards
- Assist with schedule on and off time for kitchen staff
- Training staff to follow food service procedures
- Maintain safety and food quality standards
- Communicate needs to supervisors
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

# Camp Ondessonk

## 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.

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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
  - Twitter
  - LinkedIn
  - Instagram
  - YouTube

**Job Title:** Mini Activity Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Nature Coordinator

**Classification:** Leadership Staff

**Supervisor:** Program Coordinator

**Position Purpose:** Oversee the Nature Program at Camp Ondessonk; develop and facilitate a comprehensive Nature program; training, scheduling, and guiding 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 Nature Hike Supplies
- Take point on maintaining trail system during the summer
- Assist with fire building throughout the week
- Work with Program Director to order more supplies as needed
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Riflery Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Job Title:** Special Activities Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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 Program Coordinator with special programs for Senior Campers
- Assist with Lodge Ceremony logistics
- Collaborate with the Dining Hall Manager to effectively lead meals and announcements.
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned



# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Swimming Coordinator

**Classification:** Leadership Staff

**Supervisor:** 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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

**Job Title:** Woodcraft Coordinator

**Classification:** Leadership Staff

**Supervisor:** Program Coordinator

**Position Purpose:** Oversee the Woodcraft Program at Camp Ondessonk; develop and facilitate a comprehensive outdoor living skills program.

**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 Recreation, Ecology, Biology, and/or Geology preferred

**Essential Job Functions:**

- Supervise, advise, and evaluate Woodcraft Instructors
- Develop and facilitate Woodcraft/ outdoor living skills 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
- Assist with fire building throughout the week
- Work with Program Director to order more supplies as needed
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Preferred Certifications:**

- LNT

# 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:** 2

**Qualifications:**

- Must be at least 18 years of age
- Backcountry camping knowledge and skills, Experience teaching in an outdoor adventure setting preferred.
- 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) & Lifeguard 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.
- 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:** 2

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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 Low Challenge programming during activity blocks and High Challenge programming for specialty programs. Assist in the supervision of campers outside of activity blocks.

**Positions Per Week:** 3

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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:** Dining Hall Manager

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Promote cleanliness efforts
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Health Center Clerk

**Classification:** General Staff

**Supervisor:** Health Center Coordinator

**Position Purpose:** Assist in the office, inventory, and cleanliness of the Health Center

**Positions Per Week:** 1

**Qualifications:**

- Must be at least 18 years of age
- Interest in the medical field
- Effective organizational skills.
- Ability to respond to emergency situations and follow correct emergency procedures.

**Essential Job Functions:**

- Assist with processing and initial check in of campers and staff coming to the Health Center
- Supervision and scheduling of volunteer nurses
- Assist with managing and tracking Health Center Inventory and equipment
- Assist with maintaining and updating camper and staff health forms and incident reports
- Maintain cleanliness of the Health Center Rooms and Bathrooms
- Manage all laundry duties of the Health Center
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Assist trading post staff as needed
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**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.

**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.

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Kitchen Staff

**Classification:** General Staff

**Supervisor:** Kitchen Crew Leader, Food Service Assistant, & Food Service Director

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Job Title:** Lifeguard - Boating

**Classification:** General Staff

**Supervisor:** Boating Coordinator

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

**Positions Per Week:** 1

**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 boating blocks
- Assist in the maintenance and cleaning of the swimming and boating activity areas
- Assist swimming when boating not in session
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Preferred Certifications:**

- Basic Swim Instructor



# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Lifeguard - Swimming

**Classification:** General Staff

**Supervisor:** Swimming Coordinator

**Position Purpose:** To provide supervision of Lake St. Isaac during Swimming periods; 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 blocks
- Assist in the maintenance and cleaning of the swimming activity areas
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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 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, 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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 have a standing bag of tricks and games for mini campers. 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 in activity areas when mini campers are present with non-activity options
- 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.

**Job Title:** Nature Instructor

**Classification:** General Staff

**Supervisor:** Nature Coordinator

**Position Purpose:** To lead All-Day Explorations, facilitate Nature 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 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 nature equipment
- Assist in trail maintenance
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- 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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Job Title:** OWL Instructor

**Classification:** General Staff

**Supervisor:** OWL Lead Instructor

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Preferred Certifications:**

- FOID card
- NRA Safety Certification

**Job Title:** Trading Post Staff

**Classification:** General Staff

**Supervisor:** Trading Post Manager

**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
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

# Camp Ondessonk

## Summer Job Description Summaries & Salaries

**Job Title:** Woodcraft Instructor

**Classification:** General Staff

**Supervisor:** Woodcraft Coordinator

**Position Purpose:** To facilitate Woodcraft 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
- Educational background in Outdoor Living Skills, Ecology, Botany, and/or Geology preferred

**Essential Job Functions:**

- Lead All-Day Explorations through the Shawnee National Forest
- Teach campers about fire building, knot and lashing tying, shelter building, water purification, etc.
- Facilitate 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 fire building for all camp activities
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Other duties as assigned

**Preferred Certifications:**

- LNT instructor

**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:**

- Must be at least 17 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
- 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 with different horses and riding preferred.
- Ability to recognize equine health issues preferred.

**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 & equipment, including mucking the yard, fence repair, and tack upkeep
- Ability to assist in and evaluate campers' horsemanship ability
- Support Unit Leader of assigned unit in camper supervision and facilitation of unit life experiences.
- Help maintain good condition of all equipment.