

CAMP ONDESSONK PROGRAM & FACILITY SUPPORT STAFF - JOB DESCRIPTION

Season Duration: 9 Week Season Part-Time 4 Days a Week Contract (1-2 openings):

Contract Dates: March 22nd, 2022 – May 23rd, 2022

Reports to: Program Director

Compensation and Benefits:

- \$410 per week, paid on a bi-weekly basis, with opportunity for performance-based increases
- Meals are provided when groups are served
- Access to our entire 983-acre site and adjacent Shawnee National Forest
- One week of job specific training
- Ability to commute to and from work, with optional single gendered shared housing if needed.

Required Qualifications:

- 18 years of age
- Ability to work weekends in April and May, will get two consecutive days off during the week
- Preferred experience in a cleaning, minor maintenance, event set-up, sales, and food service
- First Aid/CPR/AED certified or ability to become certified within 30 days of employment
- High levels of personal integrity, emotional maturity, patience, adaptability, and self motivation
- Energy, a good sense of humor, and a passion for the out-of-doors are a must
- Being able to put the needs of camp and groups first
- Be able to maintain a high level of customer service experience
- A professional appearance
- Ability to work independently, as well as part of a team
- All employees undergo a background check and Child Protection Training

Primary Responsibilities:

- Logistical work for school groups, specialty weekends, and weekend guests including:
 - Food Service:
 - Assisting Food Service Director in preparation of meals and dining hall maintenance
 - Facilitating meals in Camp Ondessonk's Dining Hall
 - Dishes and dining hall/bathroom clean-up after meals
 - Lodging:
 - Preparing and general cleanliness of lodging units and cabins for groups
 - Inspection and cleaning after groups have checked out
 - Health and Sanitation:
 - Cleaning all shower houses, bathrooms, and outhouses for groups staying at Camp
 - Garbage and recycling collection in all areas of Camp
- Assisting with maintaining program equipment, program area set up, and occasional program facilitation
- Staffing Camp Ondessonk's Trading Post and Camp Store for school groups and weekend guests
- Assisting maintenance crew with general repairs and upkeep of Camp facilities and other maintenance, building, and improvement projects
- Assisting housekeeping staff in general cleanliness and upkeep of the St. Noel Retreat Center
- Other duties as assigned

Send cover letter, and resume to Nolan at nolan.hurst@ondessonk.com