



## SUPPORT STAFF (Non-programmatic)

Including: Administrative Staff, and Kitchen and Maintenance Staff

### QUALIFICATIONS –

- a. Relevant skills certification, and training in area of employment.
- b. Current CPR and standard first aid certifications preferred
- c. Ability to relate and work with other staff members.
- d. Ability to accept guidance and supervision.
- e. Good moral character, motivated, responsible and adaptable.
- f. Enthusiasm, selflessness, sense of humor, patience, and self-control.
- g. Education or practical training necessary for licensing or certification.
- h. Must be able to lift up to 60 lbs.
- i. Ability to work long hours and to physically perform all job functions which may include lifting heavy objects.

### IMMEDIATE SUPERVISOR

Responsible to Department Heads, Assistant Camp Directors and Camp Director

### RESPONSIBILITIES -

- a. During staff training, organize specific assigned areas.
- b. Learn and uphold URJ Camp Coleman's personnel policies and philosophies.
- c. Assist in preseason and post season inventory.
- d. Submit orders for any supplies or equipment needed through the immediate supervisor.
- e. Participate in weekly staff meetings and other meetings designated by Camp Directors or immediate supervisors.
- f. Conduct daily check of area and equipment for safety and cleanliness.
- g. Responsible for cleaning area and packing all supplies upon the end of the season.
- h. Evaluate current season and make any suggestions for improvement for the following season.
- i. Assist and participate in special camp wide activities.
- j. These are not the only duties to be performed in this position. Some duties may be reassigned and other duties may be assigned as required at the discretion of the Camp Director or immediate supervisor.

### FUNCTIONS –

- a. Ability to clearly and effectively communicate, and work with other staff members.
- b. Ability to observe the behavior of campers and staff to monitor safety and enforce appropriate rules and regulations, and intervene or assist appropriately.

- c. Visual and auditory ability to identify and respond to any environmental hazards or emergencies.
  - d. Ability to train staff efficiently to assist in the specific activity.
  - e. Physical ability to respond to situations requiring first aid.
- Possess the physical strength and endurance to last through a strenuous day.