



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Part Time Cook  
**REPORTS TO:** Kitchen Supervisor / Camp Director  
**DATE:** Summer 2010

**GENERAL FUNCTION:** The Part Time Cook is responsible for carrying out overall kitchen operations including cooking 1 meal (typically dinner, but is based on the Kitchen Supervisor schedule), coordinating with other cook staff, general cleaning, dishes and record keeping. Additional duties may include camp program support which involves general counselor support, teaching activities, basic camp operations, and other duties as assigned by the Camp Director.

The Stevens Point Area YMCA Summer Camp Programs offer a wide variety of opportunities for campers ages 7-17. Programs include; 7 weeks of week-long Resident Camps - Nature Quest Camps (coed-ages 8-14), Camp Wise Spirits (girls-ages 8-14), Timbertop Camp for Children with Learning Disabilities (coed-ages 9-13), and 3 Night Beginning Adventurers (coed ages 7-11); 12 weeks of Traditional Day Camp (coed-ages 7-13); 4 weeks of Teen and Adult Backpacking, Canoeing, and Rock Climbing Trips; a Counselors In Training program; and other general summer programs and activities. Camp is located 14 miles east of Stevens Point on crystal clear spring-fed Lake Elaine. Over 100 acres of mixed forest, glacial ridges and hollows makes it an ideal setting for our camp. Camp serves up to 100 total campers per week. Our Camps offer traditional camp activities with an emphasis on environmental education.

**QUALIFICATIONS:** Training and/or experience in kitchen supervision and/or previous group cooking experience required. Preference will be given to applicants who have completed college course work or a degree in food management, nutrition, camp management, environmental education, education, recreation or related fields. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. CPR and first aid certifications are required (on site training may be available).

**PHYSICAL REQUIREMENTS:** Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

**WAGES:** Pay ranges from \$7.50 – \$8.25 per hour from May 24 – August 28, 2010 (depending on experience and qualifications). Hours per week average 6-24 on most weeks.

**APPLICATIONS:** For more information and application forms, please contact:

Pete Matthai, Camp Director  
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481  
[pmatthai@spymca.org](mailto:pmatthai@spymca.org) (715) 342-2980 ext. 308

**APPLICATION DEADLINE:** Position will be filled as a qualified applicant is identified with the intent that the position will be filled by April 15<sup>th</sup>.

**WORK SCHEDULE:** Typical work week for the Part Time Cook is 6-24 hours/week including cooking and services for one meal time, Sunday-Saturday and duties as assigned in the job description. Typical times may include 6:30am-9:30am Breakfast, 10:30am-1:30pm Lunch, 4:30pm-7:30pm Dinner.

\*A detailed schedule of food service days will be provided. Typical times may vary based on amount of time needed to prepare for and clean-up after meals and complete any additional duties.

**2010 PROGRAM SCHEDULES INCLUDE:**

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
June 1-June 7	<b>Staff Training</b>	June 1-June 7	<b>Staff Training</b>	June 1-June 7	<b>Staff Training</b>
June 8-11	Staff Training Day Camp; Thurs ON	June 8-11	Staff Training Day Camp; Thurs ON	June 8-11	Staff Training Crazy Days w/ ON
June 13-18	LIT/CIT Training; Day Camp; Thurs ON	June 13-18	<b>LIT/CIT Training;</b> Day Camp; Thurs ON	June 14-18	The BIG Catch w/ ON
June 20-26	<b>Adventure Nature Quest</b>	June 21-25	Day Camp	June 21-25	Gameapalozza
June 28-July 2	*Day Support; Thurs ON	June 27-July 2	<b>Flambeau Paddle &amp; Cave Trip</b>	June 28-July 2	*Stars & Wizards w/ ON; Horse Camp
July 5-9	*Day Support; Thurs ON & Open House	July 5-9	<b>Devil's Lake Climbing Trip</b>	July 5-9	*Artrageous w/ ON & Open House; Horse Camp
July 11-17	<b>Camp Wise Spirits for Girls</b>	July 12-16	Day Camp; Female on Res Camp	July 12-16	Amazing Race All Female on Res Camp (11-17)
July 18-24	<b>Horse'n Around Nature Quest Beginning Adv's &amp; Training</b>	July 19-24	Day Camp & Timbertop Training	July 19-23	Pirate Pizazz
July 26-31	Day Support; Weekend Kids Day/Night	July 25-31	<b>Porkies Backpacking Trip;</b> Weekend Kids Day/Night	July 26-31	WOW; Horse & Theater Camp; & <b>Weekend Kids Day/Night</b>
Aug 1-7	<b>Timbertop</b> Camp for Kids w/ LD	Aug 1-7	Day Camp or Timbertop Camp	Aug 2-6	Wet n' Wild
Aug 8-14	<b>Splash &amp; Sport Nature Quest</b>	Aug 9-13	Day Camp	Aug 9-13	Wild, Wild West w/ HR
Aug 16-20	Day Camp Support; Thurs ON	Aug 16-20	Day Camp; Thurs ON	Aug 16-20	Grand Expedition & Adv's w/ ON; & Horse Camp
Aug 20-22	<b>*Family Camp Weekend</b>	Aug 20-22	*Family Camp Weekend		
Aug 23-28	*Day Camp Support; & <b>Camp Clean-up on 28</b>	Aug 23-28	*Day Camp Support, Thurs Family Night & <b>Camp Clean-up on 28</b>	Aug 23-28	*The Last Hurrah; Thurs Family Night & <b>Camp Clean-up on 28</b>
Aug 30-31	*Special Day Camp Field Trip	Aug 30-31	*Special Day Camp Field Trip	Aug 30-31	*Special Day Camp Field Trips

*\*Indicates Possible Week Off (Depending on Requests and Need)*

*ON = Thursday Day Camp Overnighter*

**KEY RESULT AREAS:**

- Provide nutritious and balanced meals for all campers, staff and visitors.
- Maintain a clean, sanitary and organized kitchen and food service environment.
- Meet all licensing codes.
- Timely order all kitchen and food supplies.
- Maintain organized records.
- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth kitchen and program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the summer camping programs.
- Maintain a commitment to professionalism and quality programming.
- Ensure the safety and well being of participants by maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_