



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Camp House Keeping/Maintenance  
**REPORTS TO:** Camp Maintenance Supervisor and Camp Director  
**DATE:** Summer 2012

**GENERAL FUNCTION:** The House Keeping/Maintenance Staff is responsible for cleaning primary areas (including but not limited to bathrooms, kitchen, lodge and cabins) and general maintenance of camp equipment and facilities as approved by the Camp Director. Additional duties may include camp program support 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 Backpacking, Canoeing/Kayaking, Caveing, 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 general maintenance and house keeping required. 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 perform cleaning and general maintenance duties in various indoor/outdoor settings.

**WAGES:** Pay ranges from \$7.50 – \$8.00 per hour for 6-10 hours/week from May 14 – September 1, 2012 (depending on experience and qualifications).

**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 schedule for the House Keeping/Maintenance Staff is 6-10 hours/week on Tuesdays and Thursdays but may include weekends or other week days as requested. A schedule of house keeping and general maintenance will duties will be arranged in advance.

**2012 PROGRAM SCHEDULES INCLUDE:**

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 29-June 9	<b>Staff Training – All ON</b>	May 29-June 9	<b>Staff Training – All ON</b>	May 29-June 9	<b>Staff Training – All ON</b>
June 7-9	<b>Staff Training Day Camp</b>	June 7-9	<b>Staff Training Day Camp</b>	June 7-9	<b>Staff Training Ready-Set-Camp</b>
June 10-15	LIT/CIT Training; Day Camp;	June 10-15	LIT/CIT Training; Day Camp;	June 11-15	Crazy Camp Crafts
June 18-22	*Day Support; Thurs ON	June 17-22	<b>Climbing/Caving Trip</b>	June 18-22	Pioneer Adventure w/ Thurs. ON; Horse Camp
June 24-30	<b>The Adventure - NQ</b>	June 24-30	Resident/Day Support	June 25-29	Camp Olympics
July 2-3, 5-6 <b>July 6-7</b>	*Day Support; <b>Weekend Kids Day/Night</b>	July 2-3, 5-6 <b>July 6-7</b>	*Day Support; <b>Weekend Kids Day/Night</b>	July 2-3, 5-6 <b>July 6-7</b>	*Campfire Cook Off; *Nock When Ready <b>Weekend Kids Day/Night</b>
July 8-13	<b>Beginning Adv's &amp; Campers for LIFE - NQ</b>	July 8-13	Resident/Day Support	July 9-13	Zombie Survival; Thurs. ON
July 16-20	*Day Support; Wed. ON; Thurs. Open House	July 15-20	<b>Backpacking Trip</b>	July 16-20	The BIG Catch; Wed. ON; Thurs. Open House
July 22-28	<b>Camp Wise Spirits for Girls</b>	July 22-28	Day Camp; Female on Res Camp	July 23-27	Artrageous All Female on Res Camp (22-28)
Jul 30-Aug 4	*Day Support; Thurs. ON Sat. Timbertop Training	Jul 29-Aug 4	<b>Sea Kayaking Trip;</b> Sat. Timbertop Training	Jul 30-Aug 3	Wet n' Wild w/ H2O Trip; Thurs. ON; Horse Camp
Aug 5-11	<b>Timbertop Camp for Kids w/ LD</b>	Aug 5-11	<b>Timbertop Camp for Kids w/ LD</b>	Aug 6-10	Wild, Wild West w/ HR; Theater Camp
Aug 12-18	<b>Splash &amp; Sport - NQ</b>	Aug 12-18	Resident/Day Support	Aug 13-17	Fun-Struction;
Aug 20-24 Aug 24-26	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 20-24 Aug 26-28	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 20-24 Aug 26-28	Great Outdoors w/ Wed. ON; *Family Camp Weekend
Aug 27-Sept 1	*All ON - Day Camp Support; Wed. ON; Thurs. Open House <b>Camp Clean-up</b>	Aug 27-Sept 1	*All ON - Day Camp Support; Wed. ON; Thurs. Open House <b>Camp Clean-up</b>	Aug 27-Sept 1	All ON - Best of Best; Wed. ON; Thurs. Open House <b>Camp Clean-up</b>

*\*Indicates Possible Week Off (Depending on Requests and Need) ON = Wednesday or Thursday Day Camp Overnighter*

**KEY RESULT AREAS:**

- Maintain a clean, sanitary and organized environment.
- Ensure the safety and well being of participants by maintaining program equipment and facilities as assigned.
- Maintain cleaning supplies and equipment.
- Meet all licensing codes.
- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth 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.
- 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 \_\_\_\_\_