



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Camp House Keeping/Maintenance  
**REPORTS TO:** Camp Maintenance Supervisor and Camp Director  
**DATE:** Summer 2016

**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 7-12); 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). Some online pre-camp training may be required.

**PHYSICAL REQUIREMENTS:** Must be able to perform cleaning and general maintenance duties in various indoor/outdoor settings.

**WAGES:** Pay ranges from **\$8.00 – \$9.00** per hour for 5-15 hours/week from May 1 – September 30, 2017 (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>.

Page 1 of 2

**Stevens Point Area YMCA (Business)**

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • [www.spymca.org](http://www.spymca.org)

**YMCA Camp Glacier Hollow (June – August)**

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • [www.glacierhollow.com](http://www.glacierhollow.com)

**WORK SCHEDULE:** Typical schedule for the House Keeping/Maintenance Staff is 5-15 hours/week on Tuesdays and Thursdays but may include weekends or other week days as requested. A schedule of housekeeping and general maintenance will duties will be arranged in advance.

**2017 PROGRAM SCHEDULES INCLUDE:**

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 30–June 9	Overnight Staff Training Day Camp (8 <sup>th</sup> & 9 <sup>th</sup> )	May 30–June 9	Overnight Staff Training Day Camp (8 <sup>th</sup> & 9 <sup>th</sup> )	May 30–June 9	Overnight Staff Training Camp 2.0 (8 <sup>th</sup> & 9 <sup>th</sup> )
June 12-16	LIT Training w/ Thurs. ON	June 11-16	Flambeau River Canoe Trip	June 12-16	Sportsa' Palooza w/ Wed. ON
June 18-23	CIT Training	June 18-23	Climbing/Caving Trip	June 19-23	Zombie-Pirate w/ Wed. ON
June 25-July 1	Campers for LIFE	June 25-July 1	Resident/Day Support	June 26-30	Carnival Adventure Horse Camp
July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	Party In The USA w/ Thurs. ON
July 9-15	Camp Wise Spirits for Girls	July 9-15	Day Support; Female on Res Camp	July 10-14	Wet N' Wild 1 All Females on Res Camp
July 16-21	Beginning Adv's; Thurs. ON & Day Support	July 16-21	Backpacking Trip	July 17-21	Hooked On Fishing w/ Thurs. ON
July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night
July 23-29	The Adventure	July 23-29	The Adventure Resident/Day Support	July 24-28	Dinner and a Play Horse Camp
July 31-Aug 4 Aug 5	Day Support; Thurs. ON Saturday Timbertop Training	July 30-Aug 4 Aug 5	Sea Kayaking Trip; Saturday Timbertop Training	July 31-Aug 4	Wet N' Wild 2 w/ Thurs. ON
Aug 6-12	Timbertop Camp for Kids w/ LD	Aug 6-12	Resident/Day Support	Aug 7-11	Wild, Wild West w/ HR Camp SOAR
Aug 13-19	Splash & Sport	Aug 13-19	Resident/Day Support	Aug 14-18	Mythical Mysteries (Bigfoot) Camp SOAR
Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25	Outdoor ED-V... w/ Wed. ON Horse Camp
Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	Camp Flashback w/ Wed. ON; Wed. Open House Saturday Camp Clean-up

*\*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 \_\_\_\_\_