



Position: Office Staff

PRE-REQUISITES:

- Age Requirement 19+, Prefer 21+
- Ability to commit from Early June to End of August
- Strong phone and organizational skills
- Preference will be given to those with previous office experience
- Strong computer processing skills
- Ability to work as part of a team
- Ability to follow a schedule
- Hard-working, flexible, organized, and patient

JOB DESCRIPTION:

Essential Job Functions

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers
- Live and eat with campers (males do not live with campers)
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

Office Staff Responsibilities

- Answer phones in a professional manner
- Manage mail and email to and from campers
- Manage camp store and packages
- Complete computer tasks
- Maintain the office environment and manage supplies

Lodge Counselor (female)

- Lives in a cabin with 1-2 other counselors and is responsible for campers.
- Plans, participates and interacts with campers in a variety of activities in the cabin
- Participate in unit activities and unit duties

Non-Lodge Counselor

- May have additional Camp responsibilities and duties
- Does not live with campers

Commuter

- This position may be a commuter position
- Phone duty during Camp meal times



STAFF TRAINING:

Staff training is ongoing throughout the summer at Arcadia. All Staff members will:

- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend staff meetings as needed
- Meet on a regular basis with the Office Staff

COMPENSATION PACKAGE:

Our compensation package is based on education, experience and length of contract. It includes:

- Salary based on the number of weeks you are contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract