



2008 Summer Job Descriptions

Westport Weston Family Y
Mahackeno Outdoor Center
37 Rice's Lane

Westport, CT 06880

Winter 203 226-8981, fax 203-454-4840

Summer 203 226-4221, fax 203 227-1945

Thanks for your interest in working at Camp Mahackeno. While you look through the following job descriptions, please keep in mind some staff requirements:

- You must be 16 years old prior to the start of camp.
- You must be available to attend staff training June 6-8th, specific times to be determined by job title
- You must be able to work from June 23 to August 15, 8 weeks of camp
- All positions require certifications in CPR and First Aid through August 2008 (we will hold a class in June)
- Work hours are from 8:30 to 4:45 (or until your last camper leaves camp)
- You must attend Parents Night, from 5:30-7:30, the second Thursday of each session (4 total) – except the first session. Family Night will be held on July 2nd.

Camp Mahackeno Day Camp Staff

The day camp program runs during the summer from June 23 – August 15, serving over 300 children each session.

Day Camp Counselor ~ 40 positions, all ages ~ Season pay range: \$1,550 - \$2,000.

The counselors act as an engaging group leader for groups of 8-10 children helping to guide their experience, providing a safe atmosphere for campers to have fun, explore, grow, and cooperate with others, as they participate in camp activities. Counselors are responsible for supervision of campers throughout the camp day as well as checking campers in and out. Counselors for the Ranger unit (3 positions) must work 4 overnights at Mahackeno (the second Thursday of each session).

Salary range information:

\$1,550: first-time counselor, 16 years old

\$1,650-1,750: 1 year experience at camp or entering senior year in high school

\$1,750-1,850: 2 years experience at camp or entering freshman year in college

\$1,850-2,000: 3 years experience at camp or at least entering sophomore year in college



Unit Director ~ 7 positions ~ Season pay range: \$3300- \$3500

Unit directors are experienced camp staff, who have energy, stamina, imagination, creativity and love of kids and camp. They are responsible for 1 camp unit (40-100 campers), aiding in supervision of 8-10 counselors, planning special events, running LOGS, and interacting with parents at Family Night. Unit directors work with program specialists to plan appropriate activities for their unit, guiding younger staff members by demonstrating role model behavior. Prerequisites: at least 2 years Camp Mahackeno experience or entering sophomore year in college.

Summer Program Director ~ 2 positions ~ Season pay range: \$3500 - \$4000

The summer program director assists the associate director in coordination of all day camp programs and CIT program, communicating with parents and counseling staff. Responsibilities include assisting the coordination of transition times at camp (pick-up & drop-off, attendance), ensuring that specialty/program areas have necessary supplies, and assisting camp registrar with camper issues.

Program Staff

Program staff, varied positions ~ Season pay range: \$2,300 - \$2,900

Program staff facilitate the campers' experience for one area of camp's programming, and provide leadership for other staff participation in those activities. Activity areas include: theater, arts and crafts, sports, nature exploration activities, target sports and outdoor living skills. Lesson plans from each specialist are required and all staff are encouraged to be creative in program development to provide new, exciting, fun activities for campers while providing you as staff with a challenging and varied work experience.

Woodworking/Leather Making, 1 position

Program area staff develop, organize and facilitate woodworking and leather making programming for all camp programs. Creative activity design is encouraged. Receiving material donations are crucial to this program. Program area staff are responsible for the maintenance and upkeep of their program areas

Arts and Crafts Staff, 2 Positions

Program area staff develop, organize and facilitate arts and crafts programming for all camp programs. Typical camp arts activities include painting, clay work, lanyards & tie-dye. Creative activity design is encouraged. Program area staff are responsible for the maintenance and upkeep of their program areas.

Song and Dance Staff, 2 Positions.

Song and Dance staff develop, organize and facilitate dancing and creative arts programming with emphasis on camper's exploration of their own character. Program culminates in a parent's night performance the second Thursday of each session. Program area staff is responsible for the maintenance and upkeep of their program areas.

Sports Staff, 3 Positions.

2 general sports and 1 target sports,. Sports staff develops, organize and facilitate sports and games as well as supervise the archery for most all camp programs. Program area staff is responsible for the maintenance and upkeep of their program areas.

Nature Staff, 2 Positions.

Naturalist staff develops, organize and facilitate programs to allow campers to explore the natural world around them. Typical activities may include activities like stream and woods explorations, nature crafts and games, and animal studies. Program area staff is responsible for the maintenance and upkeep of their program areas.

Outdoor Living/Teambuilding, 1 Position

Staff develops, organize and facilitate outdoor and teambuilding activities. Also, introducing teamwork, conflict resolution and the ABCs of working toward a goal are essential to this program. Program area staff is responsible for the maintenance and upkeep of their program areas.

Salary range information:

\$2,000-2,300: first-time program staff, 1-year camp experience, entering freshman year in college

\$2,300-2,500: 2 years experience at camp, entering sophomore year in college

\$2,500-2,700: 3 years experience at camp or entering junior year in college

\$2,700-2,900: 4 years experience at camp or entering senior year in college

\$2,900-3,100: finished college or relevant work experience

Special Cares Program

The Mahackeno Outdoor Center's Special Cares program offers physically and mentally challenged children a traditional summer camp experience. By being mainstreamed as their ability allows, these campers participate with campers in other day camp programs in activities such as swimming, crafts, sports, nature, and more. The program offers a 1:1 or 1:2 counselor to camper ratio. This provides the camper with the attention and encouragement needed to grow and develop at his or her own pace.

Special Cares Director ~ 1 Position ~ Season pay range: \$2900 - \$3300

The Special Cares lead director is responsible for the supervision of all Special Cares program staff, design of programming and coordination of the special cares program with the specialty program staff and other camp programs. Must be 21 years of age.

Special Cares Counselor ~ 14 Positions ~ Season pay range: \$1900 - \$2500

Counselors act as engaging facilitator for 1 or 2 special needs children helping to guide their experience, providing a safe atmosphere for campers to have fun, explore, grow, and cooperate with others, as they participate in camp activities. Counselors are responsible for supervision of campers throughout the camp day as well as checking campers in and out.

Teen Programs

Leaders in Training / Counselor in Training Counselor, 1 Position.

The Leaders in Training / Counselor in Training counselor is responsible for 20 campers. The LIT and CIT counselor will have a rotating schedule and be out on camp regularly supervising various campers. The counselor will assist the LIT / CIT Director with bi-weekly evaluations. This counselor will also be responsible for early pick ups and late drop offs for the camp. The candidate must have experience working with ages 12-15, have lead teen groups and have a high level of maturity and responsibility.

Heath Center Staff

Camp Nurse, 1 Position. Season pay range: \$27.00-31.00

The Camp Nurse is responsible for the organization and operation of the camp health center. Responsibilities include administration and documentation of medications to campers, interaction with parents regarding camper health issues and documentation and regulation compliance as it relates to camp health issues. Minimum of EMT certification required, RN desired.

Maintenance

Maintenance Staff, 1 position. Hourly salary: \$7.00 - \$10.00

Maintenance staff is responsible for grounds maintenance, cleaning bathrooms and locker rooms, maintenance projects, and trash pickup at the outdoor center.

Aquatics Staff

Aquatic Director ~ 1 Position. Season pay range: \$3500 - \$3800

The pool director is responsible for the supervision, scheduling and training of all aquatic staff for camp program, maintenance and upkeep of pool and waterfront areas, design of swimming and waterfront programs and enforcement of aquatic policies. The Aquatics Director will also be responsible for supervision and scheduling of Sunset club, which provides campers access to Mahackeno facilities in the evenings. Must be age 20 and have current WSI or Lifeguard Training certification or YMCA Progressive Instructor certification.

Waterfront Director ~ 1 Position. Season pay range: \$3,000 - \$3800

The waterfront director is responsible for the supervision, scheduling and training of all waterfront staff for camp program, maintenance and upkeep of waterfront areas, design of waterfront programs and enforcement of aquatic policies. Must be age 20 and have current Red Cross Fundamentals of Canoeing certification and Lifeguard Training certification.

Lifeguard, 12 Positions. Hourly pay rate: \$8.50-10.00/hr.

Lifeguards are responsible for the supervision of swimming and waterfront activities for camp program, maintenance and upkeep of pool and waterfront areas, and enforcement of aquatic policies. Must have current WSI or Lifeguard Training certification or YMCA Progressive Instructor certification. Lifeguards lead swimming classes each period throughout the day. At the waterfront, Lifeguards assist campers in and out of canoes, watch the pond, and assist in supervision of campers.

Office Staff

Office Staff is responsible for answering emails, the telephone and handles all communications within camp. Staff provides administrative support to the Camp Directors. Office Staff is to organize camp materials and correspondence (i.e. daily rosters and regular mailings).

Additional Earnings Opportunities (in addition to regular employment)

Sunrise Counselor, 3 positions (add \$320 to seasonal salary)

Sunrise Counselors arrive at Mahackeno to supervise the Sunrise session for campers who are dropped off earlier than the regular program times, starting at 8:00 am. Counselors are responsible for arriving at 7:50 am to sign campers in and facilitating activities for the group until the camp day begins.

Sunset Director, 1 position (add \$760 to seasonal salary), Sunset Counselors, 4 positions (add \$500 to seasonal salary)

Sunset Counselors stay at Mahackeno to supervise the Sunset session for campers who are picked up later than the regular program times, up until 6:00 p.m. Counselors are responsible for signing campers out and facilitating activities for the group until all campers have left.

Bus Monitor, 4 Positions (add \$460 to seasonal salary)

Bus Monitors ride the bus from the first pick-up in the morning and/or until the last drop-off in the afternoon, and supervise the campers while they are on the bus. Busses begin at outlying stops at about 8:00 am in the morning, and return to the final stops at 5:00 in the afternoon. Bus monitors are responsible for checking campers in and out at each stop.

Special Events Week Staff (various positions), (add \$300 - \$415 to seasonal salary) August 18-22

Special Events Week staff put on an exciting final hurrah to the summer. The staff work together to create a weeklong theme filled program of events for ages 5 - 12. Special Events Week staff work with the campers to helping guide their experience, providing a safe atmosphere for campers to have fun, explore, grow, and cooperate with others, as they participate in camp activities. Staff is responsible for supervision of campers throughout the camp day as well as checking campers in and out.