

Crossroads for Kids
Position Description

General Counselor

Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to teach on an activity area
- Good character, integrity, and adaptability
- Pass criminal background check
- Enthusiasm, sense of humor, patience, and self-control
- High school graduate or equivalent, or at least 18 years of age

Responsible to:

Village Director and/or Camp Director

Camp Goals and Mission:

Provide life changing opportunities and experiences for youth living in at-risk environments.

Each Participant Shall:

- Have a positive meaningful relationship with a caring, positive adult.
- Develop and express in action and deed a respect for individual differences among all others
- Develop an increased sense of self-worth and a responsibility towards achieving one's potential
- Engage in academic, recreational and social-living experiences
- Engage in motivating and creative program units that have been integrated with educational and literacy components to prevent summer learning loss.
- Develop a personal security that makes it possible to laugh, have fun and enjoy life with respect towards others.

General Responsibilities

1. Live with campers in a cabin, helping them to adjust to camp life and to grow in understanding of other campers and of the dynamics of group living.
2. Set a good example for campers by fostering the values of Caring, Honesty, Respect, and Responsibility; and by positive attitudes and performance.
3. Encourage respect for camp property and equipment.
4. Interpret and supervise health and safety regulations.
5. Guide and direct the cabin group in a variety of activities.

6. Participate fully in the total camp program.
7. Assist with and participate in activities.
8. Teach the activity/activities which are assigned, maintaining a quality program.
9. Promote environmental awareness.
10. Maintain good public relations with parents, trustees and the outside community.
11. Foster positive high level communication between all staff levels.
12. Submit required reports and paperwork on time.
13. Manage personal time in accordance with the camp policy.
14. Other duties and tasks a may be assigned.

Essential Functions

The essential functions for a general counselor include the ability to communicate and work with groups participating, and provide necessary instruction to campers. The counselor must have the ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply behavior management techniques. Visual and auditory ability to identify and respond to environmental hazards related to the activity are required. The counselor must also be able to assist the campers in an emergency situation and possess the strength and endurance required to maintain constant supervision of campers.

Crossroads for Kids
Position Description

Program Area Coordinator

Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to teach on an activity area
- Good Character, integrity, and adaptability
- Pass criminal background check
- Enthusiasm, sense of humor, patience, and self-control
- High school graduate or equivalent, or at least 18 years of age

Responsible to:

Program Director and/or Assistant Director and Camp Director

Camp Goals and Mission:

Provide life changing opportunities and experiences for youth living in at-risk environments.

Each Participant Shall:

- Have a positive meaningful relationship with a caring, positive adult.
- Develop and express in action and deed a respect for individual differences among all others
- Develop an increased sense of self-worth and a responsibility towards achieving one's potential
- Engage in academic, recreational and social-living experiences
- Engage in motivating and creative program units that have been integrated with educational and literacy components to prevent summer learning loss.
- Develop a personal security that makes it possible to laugh, have fun and enjoy life with respect towards others.

General Responsibilities

15. Live with campers in a cabin, helping them to adjust to camp life and to grow in understanding of other campers and of the dynamics of group living.
16. Cover other counselors for days off, night duty, and time off
17. Communicate with counselors that are preparing to take time off (and when they return) in order to ensure camper success
18. Assist with office coverage

19. Assist with driver errands (for example, staff pick up and drop offs, doctor runs, supply pick ups, etc.)
20. Assist Program Director with Evening Program and Special Event (planning, preparation, and implementation)
21. Set a good example for campers by fostering the values of Caring, Honesty, Respect, and Responsibility; and by positive attitudes and performance.
22. Encourage respect for camp property and equipment.
23. Interpret and supervise health and safety regulations.
24. Guide and direct the cabin group in a variety of activities.
25. Participate fully in the total camp program.
26. Assist with and participate in camp activities.
27. Teach the activity/activities which are assigned, maintaining a quality program.
28. Promote environmental awareness.
29. Maintain good public relations with parents, trustees and the outside community.
30. Foster positive high level communication between all staff levels.
31. Submit required reports and paperwork on time.
32. Manage personal time in accordance with the camp policy.
33. Other duties and tasks a may be assigned.

Program Area Responsibilities

1. Coordinate assigned program area
2. Work with other program area counselors to gather lesson plans
3. Work with other program area counselors to create supply lists, as well as order supplies and pick them up
4. Run activities within program area
5. Cover for other program area counselors if they need time to plan

Essential Functions

The essential functions for a program area coordinator include the ability to communicate and work with groups participating, and provide necessary instruction to campers. The coordinator must have the ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply behavior -management techniques. Visual and auditory ability to identify and respond to environmental hazards related to the activity are required. They must also be able to assist the campers in an emergency situation and possess the strength and endurance required to maintain constant supervision of campers.

Crossroads for Kids
Position Description

Laundry Assistant & Housekeeping/ Maintenance Assistant

General Function: To ensure a sanitary, clean, healthy camp environment for campers, staff and other personnel. To ensure that camper and staff clothing is cleaned on a regular basis and to maintain the laundry facility so it is sanitary and clean. Additionally, to maintain a positive attitude about all camp experiences and activities; to engage only in behaviors that model appropriate actions for campers; to generally promote the mission and character values of the *Crossroads for Kids* organization.

Minimum Qualifications:

- Desire to work in a camp environment
- Basic understanding of principles of cleaning/sanitizing
- Ability to work well with others
- Ability to accept supervision
- Nineteen years old with one year of college *or* one year of life experience after high school

Responsible to: **Camp Director**

General Responsibilities:

1. Housekeeping Responsibilities:
 - a. Keep public areas clean and tidy using appropriate cleaning solutions and chemicals
 - b. Assist with camper's cleaning chores by using chemical sterilizers on washhouse surfaces including toilets, sinks, showers and floors which they have cleaned
 - c. Stock appropriate staff and camper-accessible locations with supplies such as toilet paper, paper towels, scrub brushes, cleansers, soap, brooms and mops
 - d. Assist person in charge of ordering by maintaining a list of needed supplies
 - e. Ensure that safety hazards such as spills or leaks are contained and cleaned immediately
 - f. Ensure safety of others by clearly marking areas with wet floors or soaking chemicals

- g. Keep camp looking neat by picking up litter and garbage as you walk around
 - h. Ensure that camp facilities are kept sterilized and clean and report potential health concerns to the camp nurse
2. Laundry Responsibilities:
- a. Collect camper laundry from drop-off location
 - b. Operate washer and dryer machinery to clean clothes
 - c. Fold clean clothes and return them to respective bags
 - d. Return laundry to pick-up location
 - e. Maintain a schedule of wash days and ensure that group's laundry is done in a timely manner
 - f. On check-in days, facilitate camper clothing-labeling and provide blankets and sheets for campers who do not have them
 - g. Keep lost and found area tidy and organized; periodically do lost-and-found announcements for campers
 - h. Maintain inventory of cleaning detergents, etc. to keep laundry facility stocked appropriately
 - i. Maintain laundry facility in working order; file maintenance requests in a timely manner with appropriate personnel

Essential Functions:

- Physical ability to carry supplies and move about to clean and reach washers
- Visual ability to determine cleanliness of surfaces and facilities
- Ability to complete work quickly and efficiently, with a minimum of supervision
- Cognitive ability to identify items in need of repair and communicate needs to maintenance

Crossroads for Kids
Position Description

Food Service/Kitchen Assistant

General Function: to facilitate effective food management for campers and staff on a daily basis; to ensure a healthy, safe, and clean eating environment throughout the duration of the summer. Additionally, to maintain a positive attitude about all camp experiences and activities; to engage only in behaviors that model appropriate actions for campers; to generally promote the mission and character values of the *Crossroads for Kids* organization.

Minimum Qualifications:

- Desire to work in the food service area
- Desire to work in a camp environment
- Ability to read menus, and understand weights and measures
- Ability to work well with others
- Ability to accept supervision

Responsible to: **Head Cook**

General Responsibilities:

3. Assist in food preparation by performing any combination of the following tasks, or other tasks assigned to you:
 - a. Wash, peel, etc. vegetables
 - b. Prepare poultry and meats
 - c. Prepare breads
 - d. Stir and strain soups and vegetables
 - e. Weigh and measure foods
 - f. Carry pans, pots, etc.
 - g. Store food
 - h. Clean utensils and area and
 - i. Distribute food and supplies
4. Assist in any area of kitchen or dining room as requested by head cook or camp director.
5. Facilitate kitchen cleanliness and maintenance by performing tasks such as (but not limited to) the following:
 - a. Wash dishes, glasses and silverware
 - b. Clean ovens, stoves, and other cooking appliances on a regular basis
 - c. Sweep and mop kitchen and dining room
 - d. Take out trash from kitchen and dining room to dumpster; clean and wash trash cans as needed

- e. Clean spillage in kitchen or dining room
 - f. Ensure cleanliness of entire kitchen/serving area after meals are completed
6. Facilitate supply management by performing the following tasks:
 - a. Help unload supply truck and delivery vehicles
 - b. Put supplies in the appropriate pantries or storage areas
 - c. Maintain storage areas in a cleanly, organized manner, at appropriate temperature
 - d. Understand inventory and ordering process, to assist Head Cook as needed
 7. Be willing to assume additional or different responsibilities related to food service management as needed or requested by Head Cook, Camp Director or other supervisory personnel as appropriate.

Essential Functions:

- Cognitive ability to understand kitchen appliance use/function
- Ability to utilize equipment safely and effectively
- Visual ability to determine cleanliness of dishes and food contact surfaces
- Physical strength to lift and carry food and supplies from truck to pantry
- Ability to communicate immediately dangerous situations such as fires, etc.
- Ability to assess condition of food and drink for suitable use

Crossroads for Kids
Position Description

Camp Nurse

OBJECTIVE: Provide a healthy, safe and nurturing environment for campers and staff , and oversee/maintain records of health care needs of all campers and staff. Additionally, to maintain a positive attitude about all camp experiences and activities; to engage only in behaviors that model appropriate actions for campers; to generally promote the mission and character values of the *Crossroads for Kids* organization.

MINIMUM QUALIFICATIONS:

- Current Registered Nurse in Massachusetts
- Desire to work in a camp setting
- Ability to read and dispense medications
- Ability to handle every day as well as emergency health care situations
- Ability to work well with others
- Ability to accept supervision
- Prior experience with health care of children and adults
- Ability to assist with camp-wide health care and implement camp health care plan
- At least 21 years old, with valid drivers license and acceptable driving record

RESPONSIBLE TO: Camp Director – *The Camp Nurse is the medical and health advisor to the Camp Director. The quality of the relationship and trust between these two individuals will determine the success of camp in health matters.*

Responsibilities:

1. To operate within the confines of the Health Center Procedures and Treatment Orders of the Camp Physician and within the perimeters established between the Camp Nurse and Camp Director.
2. To keep regular Health Center hours established by the daily schedule (twice daily)
3. To administer all medications at camp and establish a medication schedule consisting of mealtimes, health calls, and bedtimes.
4. To be prepared to take emergency cases at any time.

5. To keep a daily log in a bound volume, written in ink, skipping no pages and omitting no lines. Only the medical staff and Director will have access to the log.
6. To determine whether a camper or staff member should be admitted to or discharged from the Health Center, upon review with the Camp Director.
7. To determine which persons in camp require health care services or doctor's services. When not an emergency, these decisions will be reviewed with the Camp Director.
8. To fill out all necessary *Accident/Incident Forms* provided by *Crossroads for Kids, Inc.*. In cases requiring visits to the doctor, hospital, or in purchasing prescribed medication, the Nurse will fill out the appropriate insurance forms. These forms are due immediately (same day).
9. *On the first day of each session*, the Nurse, together with the Director, will inspect the heads of all staff and campers and will receive and store all medications in the Health Center for safekeeping.
10. *On the first day of each session*, the nurse will prepare a list of all ailments and potential hazards created by health conditions from a review of all health forms. The Director and Kitchen must be notified at once who has an allergy or ailment, such as epilepsy, that is life-threatening.
11. *On the first day of each session*, the nurse will prepare a list for the doctor, of medications to be dispensed that session.
12. To keep the Health Center sanitary, neat and clean.
13. To alert the Camp Director in trends of colds, conjunctivitis, and other communicable diseases and recommend methods to cease the trend.
14. To provide a short seminar to staff on basic 1st aid training and communicable diseases and make sure groups have an updated 1st aid kit
15. Upon request from the Camp Director, to be ready to assume other roles in situations not specified in these duties.

General Qualifications Required

The essential functions for a Camp Nurse include the ability to communicate with and provide instruction to campers and staff. The Camp Nurse must have the ability to observe camper and counselor behavior (as it relates to health care), assess its appropriateness, and enforce appropriate safety regulations. Visual and auditory ability to identify and respond to environmental hazards as well as emergency calls are required. The Camp Nurse must be able to assist campers and staff in an emergency situation and possess strength and endurance required to maintain supervision of campers and counselors when appropriate. The Camp Nurse must be able to drive a car (for doctor trips) and should also be licensed as a Registered Nurse in Massachusetts.

Essential Functions

Summer Programs require weekend and overnight hours (unless otherwise arranged). Candidate must be able to:

- Use the telephone
- Order, pick up, carry supplies
- Drive to complete errands
- Work under pressure on a daily basis and in crisis situations
- Have the cognitive ability to direct staff as well as campers in emergency situations
- Communicate with staff, campers, parents, and community representatives
- Endure long work hours on a daily basis
- Have physical strength to handle camper emergencies that arise
- Have visual and auditory ability to identify and respond to environmental and other hazards.

Crossroads for Kids
Position Description

Office Assistant - Seasonal

Objective : To assist in development and operation of all programs; general program support

Reports To: Camp Director

Responsibilities:

Office Related

1. Front person answering phones, directing calls, taking messages
2. Maintain and keep all registration files
3. Keep office organized and professionally presentable
4. Receive and greet visitors
5. Type forms and files and maintain filing system
6. Assist with Federal Food Paperwork
7. General clerical responsibilities for Program Staff

Program

1. Supervise campers awaiting behavior management meetings
2. Assist with camper check-in and sign-out
3. Make camp announcements throughout the day
4. Assist with ordering and purchasing of program supplies
5. Assist in creation of various Procedure and Curriculum Manuals
6. Assist in covering for support staff days off
7. Assist in set up of special event days
8. Be available to assist with evening activities
9. Take meal counts during all meals

General

1. Assist Camp Director with budget purchase allocations
2. Drive sick campers and staff to the doctor
3. Pick up and drop off staff during time off
4. Supervise dispensing of stamps and phone cards to staff
5. Monitor visitor and staff parking

Other projects and duties as assigned by Camp Director

General Qualifications Required

Certification/College Education preferred but not necessary (work experience equivalent acceptable). Previous camp experience helpful but not necessary. The successful candidate filling the position of Office Assistant will have experience in a fast-paced office environment. Candidate must be able to organize and manage multiple tasks with ease. This position is designed for the individual who is a self-starter and who is able to work with little supervision. Candidate must also be a team player that is responsible and flexible. This person must be adaptable to an ever-changing work environment and willing to assist in areas other than the office. Candidate must be friendly and possess patience, especially on change days and when dealing with families and agencies during the registration process. Candidate must be organized and have a professional and pleasant phone manner. The opportunity affords unlimited potential for professional and career development and growth for the right individual.

Essential Functions

Summer Programs require evening and weekend hours. Candidate must be able to:

- use computer and telephone (must have computer experience in Microsoft Office)
- move quickly and have physical strength to handle and pick up supply orders, etc. (25-50 lbs.)
- drive to complete errands
- work under pressure on a daily basis in a fast paced and sometimes intense environment
- have a cognitive ability to order supplies, make split-second decisions and handle a heavy volume of phone calls during the summer season
- communicate with staff, campers, parents, and community representatives
- endure long work hours
- have visual and auditory ability to identify and respond to environmental and other hazards and situations

Crossroads for Kids
Position Description

Pool Director

OBJECTIVE: To teach and administer an aquatic education program, maintain the pool, all records, and equipment, and supervise waterfront area insuring staff and camper safety.

REPORTS TO: Camp Director

A. AQUATICS PROGRAM

Objective: To plan, direct, and supervise the aquatic program at the pool

Duties:

1. Design and develop the instructional program (including swim test) for the appropriate age group under the program plan worked out by the leadership of the camp.
2. Submit to the Camp Director daily lesson plans. Written lesson plans to be reviewed with Camp Director before each session.
3. Set up pool during Pre-Camp.
4. Inventory items at end of summer and store equipment for safety.
5. Complete a midseason evaluation reflecting program goals and a midseason conference with Camp Director. Submit a final report including all guidelines given by Camp Director.
6. Rainy Days – Pool Director is responsible for offering an alternative activity when pool is closed due to weather conditions. Activities must be coordinated with Program Director.
7. Pool Director determines if weather is suitable for swimming and may recommend to close the pool if it is not; however final approval is to come from the Camp Director.
8. Keep records on all participants; help them progress from beginner to advanced levels.
9. Design awards recognition system and participation certificates for campers.

B. POOL MAINTENANCE

Objective: To maintain the physical management of pool and all aquatic equipment.

Duties:

1. Daily filling to maintain water level, skimming, and vacuuming.
2. Regular backwashing to maintain efficient filtration.

3. Daily testing of Chlorine and PH - 6 schedules times.
4. Daily recording and posting of results.
5. Daily care of bathroom and shower facility, with the aid of detail to maintain a neat, clean and sanitary facility.
6. Frequent cleaning of deck and awning area to maintain neat and clean facility.
7. Vacuuming at least once a week and more if needed.
8. Daily inspection of equipment, reach poles, shepherd crooks, ring buoy and lines, and divider ropes. Fix or replace when unsafe.
9. Care of grass around pool.
10. Maintain a trash receptacle outside the gate and allow no trash in the pool.
11. On arranged days off, schedule with the Camp Director proper care for pool if you will be leaving the camp.
12. Report major repairs or pool problems to Maintenance staff and Camp Director.

C. POOL and WATERFRONT SUPERVISOR

Objective: To supervise waterfront staff and all activities

Duties:

1. Teach and monitor proper use of equipment.
2. Responsible for enforcement of all rules and regulations governing the pool and the safe use thereof. This includes opening program and deep water testing. Pool Director is the only designate that may give a camper a deep-water tag.
3. Responsible for the supervision of staff working with pool in recreational swim, instructional swim, and special water programs.
4. Must organize and supervise any recreational swim, instructional swim, and special water programs.

D. CHILD CARE and OTHER RESPONSIBILITIES

Objective: To supervise both staff and campers and provide for their various needs at the waterfront and in other areas of camp

Duties:

1. When pool duties are not pressing, Pool Director is expected to lend assistance staff coverage, evening program assistance, bedtime supervision, and other times when necessary.
2. To plan, coordinate, and implement special event programming with Program and Camp Director.
3. Pool Director may be called upon to assist with other duties at any time.

E. ESSENTIAL FUNCTIONS

Duties:

1. Physical ability to carry supplies and move about to clean and reach washers
2. Visual ability to determine cleanliness of surfaces and facilities
3. Ability to complete work quickly and efficiently, with a minimal supervision
4. Cognitive ability to identify items in need of repair and communicate needs to Maintenance

Crossroads for Kids
Position Description

Maintenance Assistant

General Function: To ensure a safe environment for campers, staff and other personnel by maintaining facilities and areas in good working order. Additionally, to maintain a positive attitude about all camp experiences and activities; to engage only in behaviors that model appropriate actions for campers; to generally promote the mission and character values of the *Crossroads for Kids* organization.

Minimum Qualifications:

- Desire to work in a camp environment
- Basic understanding of plumbing, maintaining equipment, using power tools/hand tools and carpentry
- Ability to work well with others
- Ability to accept supervision
- Pass a criminal background check
- Nineteen years old with one year of college *or* one year of life experience after high school

Responsible to: **Maintenance Director**

General Responsibilities:

8. Make periodic inspections of the entire camp site
9. Clean, repair and maintain buildings and equipment
10. Keep roads passable
11. Distribute supplies and instruct others in the proper use of special equipment
12. Report general condition of camp property to Camp Director on a regular basis
13. Perform repairs which you are able to; check the activities of outside repairmen when necessary
14. Assist person in charge of ordering by maintaining a list of needed supplies; make purchases as authorized
15. Ensure that safety hazards such as spills or leaks are contained and cleaned immediately
16. Ensure safety of others by clearly marking dangerous areas while working to fix them
17. Keep camp looking neat by picking up litter and garbage as you walk around
18. Ensure that camp facilities are kept in overall good working order

Essential Functions:

- Physical ability to carry supplies and move about to reach high and low surfaces
- Visual ability to determine condition of facilities, machinery and grounds
- Cognitive and physical ability to make repairs as needed
- Ability to complete work quickly and efficiently, with a minimum of supervision