



*Serendipity Kids Ranch, Inc.*

## **Staff Job Description**

1. Maintain safety for all campers in your care.
2. Make certain your campers follow all guidelines in respect to:
  - a. Staying with the group.
  - b. Washing hands.
  - c. Cleanliness at mealtime.
  - d. Participation in activities.
  - e. Getting along with other campers in your group.
3. Be prepared to:
  - a. Help with activity leader in the activity session you are participating in. Make certain your camper's cooperative and respectful.
  - b. Help with mealtime serving and clean up.
  - c. Be flexible when needed in other areas.
  - d. Help keep all areas of the campus clean and neat.
4. Remember that you are directly responsible for all campers placed in your group, but if you see other campers needing to be corrected, bring it to the attention of their counselor or help with the problem.
5. Keep your cell phone on at all times and make certain that you have the cell phone numbers of all other staff, but remember – These are for work purposes ONLY! Please do not call other staff off hours, unless it is work related.
6. Know what to do in an emergency – Who to contact first, where first aid supplies are kept, emergency phone numbers, emergency information on all campers.
7. Know where all necessary items are in the camp building – Kitchen supplies, cleaning supplies, first aid supplies, etc.
8. Be courteous and polite to all parents and other visitors.
9. Treat all other staff with respect and make certain your campers do the same.
10. If you have a concern, please speak with camp director. Remember – Early communication can solve a lot of problems!
11. Know the chain of command:
  - a. Director – Lorna Dever
  - b. Lead Teacher – Directs the classroom area where he/she is Lead Teacher
  - c. Teacher – All other full or part time staff
  - d. Junior Counselor – Assists the Lead Teacher/Teacher with the campers in their group. Never to be alone with the campers, except in an emergency situation. Can be sent to other groups or on errands without supervision.
12. Be enthusiastic about the activity that is being done so that you portray that enthusiasm to your campers – They look up to you and will follow your lead.
13. Know and abide by all camp policies – You are the example that the campers will look to for their behavior.
14. Be prepared to help where help is needed at any given time.
15. Remember – Attitude is the chief element in making camp run smoothly and fun for all!

**Thanks for being a part of an awesome team!**