

**The Chewonki Foundation Job Description**  
**Camp Chewonki for Girls**  
*Summer Support Staff Position*

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Job Title: Support Staff  
Reports to: Assistant Director

Support Staff requires eight weeks of hard work, with roughly half of each workday spent in our dish room, kitchen, housekeeping or maintenance departments. The other half of the day will be spent assisting with camp activities. Support Staff members often help out in other areas around camp as time permits - i.e. activity support, evening reading to cabins, waterfront game supervision, lifeguarding, day trips and overnight outings, etc., and will gain great satisfaction interacting with camp programs. However, Support Staff members are not regularly able to participate in many scheduled camp programs due to their work schedule.

The Assistant Director, manages the Support Staff schedule and overall supervision. In addition, the Heads of the kitchen, housekeeping, and maintenance areas and the Program Director will oversee those working in their areas.

The job of a camp counselor is challenging, demanding, and requires a great deal of patience and understanding. Personal lifestyle sacrifices may have to be made. Sensitive and dynamic leadership is necessary to provide youngsters the opportunity to grow, to relate to others, to establish life-long values and to increase their awareness of the natural world.

Objectives

1. Work in the Kitchen/Dish room. Includes dish and pot washing, food preparation, kitchen clean up, and dining room set-up—responsible to Kitchen staff.
2. Housekeeping and Maintenance. Crew members will clean public restrooms, dining hall, and offices and work on facilities projects—responsible to Heads of Housekeeping and Maintenance.
3. Participate and train in a specific activity area—responsible to the Program Director. Volunteer to assist with all-camp activities, evening events, working with a cabin group.
4. Driving for re-supplies to wilderness trips, food pick ups, laundry drops, and other errands needed for the camp community.

Qualifications/Requirements

1. Completed application, screening & interview. Current certification in Basic First Aid, CPR, Lifeguarding required, Wilderness First Responder recommended.
2. 21+ years of age.
3. Able to lift 40 pounds to table height.
4. Chewonki experience preferred.