



Wild Oak Summer Day Camp Staff Job Description

Job location: 1181 Broyles Road, Hendersonville, NC 28791

Dates of seasonal employment: Jun 14, 2023 to Aug 18, 2023

Wild Oak Summer Day Camp Staff will provide a safe, nurturing, and positive environment for children enrolled in the Wild Oak Summer Day Camp program. As leaders in the program, staff will conduct themselves in an appropriate manner, serve as a positive role model for campers and co-workers, and reflect the values of kindness, respect, and responsibility expressed by Wild Oak. Summer Day Camp Staff will report to the Camp Director and the Wild Oak Executive Director.

The camp season runs Jun 14, 2023 (first day of staff training) to Aug 18, 2023 (last day of summer camp). Camps run each week starting Jun 19, 2023 to Aug 14, 2023. There is no camp the week of Jul 3, 2023, but all staff are expected to attend in-service training on Jul 6, 2023 and Jul 7, 2023.

Responsibilities

- Lead a small group of campers through scheduled daily activities, facilitate enrichment activities, and supervise lunch time/camper breaks.
 - Staff will be responsible for a core group of 8-10 campers.
 - Staff will lead a variety of enrichment activities according to personal expertise and program needs.
- Attend staff training and weekly staff meetings.
 - Pre-summer staff training will take place Jun 14, 2023 through Jun 16, 2023. In-service training will take place Jul 6, 2023 through Jul 7, 2023.
 - Daily staff meetings will be held before check-in Monday through Friday at 7:45 a.m. and weekly staff meetings will take place on Fridays from 4:45 p.m. to 5:00 p.m.

Staff expectations

- Work in a team environment and encourage transparent communication between staff, campers, and parents.

- Practice and enforce camp policies and safety protocols. Model appropriate behavior and manage camper behavior as needed.
- Incorporate the mission of Wild Oak, “to bring joy to learning and learning to life,” through structured and unstructured outdoor play, activity debriefs, and holistic and supportive mentoring.

Daily schedule

1. Report at 7:45 a.m. for staff meeting, supervise check-in, and begin scheduled activities at 8:30.
2. Lead core group in morning opening session and discovery hike, and then direct campers to morning enrichment activities/lead scheduled activities.
3. Supervise outdoor lunch by facilitating positive conversation with table groups, encouraging a group clean-up effort, and monitoring unstructured free play on the field.
4. Initiate core group “chill time,” a daily restorative and restful time. Monitor camper behavior and group dynamic, and encourage campers to hydrate and recharge.
5. Direct campers to afternoon enrichment activities/lead scheduled activities.
6. Reunite with core group and lead ongoing skill/team development activities. Participate in all-camp activity if one is scheduled for the day.
7. Lead closing debrief with core group; discuss high moments and low moments of the day, check-in with campers physical and emotional status, compile incident reports if needed.
8. Pack up and escort campers to the porch for check-out.
9. Assist with clean-up and additional duties of the day.

Job Qualifications

- High school diploma/equivalent (Lead staff); High school diploma in progress (Staff assistant)
- Experience working with children of various ages is preferred.
- Be timely, reliable, and exercise mature judgment.
- Maintain a positive attitude and exhibit flexibility on the job.
- CPR/First-Aid certification preferred.