



OAKLAND FEATHER RIVER CAMP 2017 Summer Staff Job Opportunities & Info Packet

Thank you for your interest in applying to join the 2017 Oakland Feather River Camp Summer Staff! Operating since 1924 in beautiful Quincy, CA, our mission is to promote and celebrate connections between nature, family and community while creating unique opportunities to advance environmental awareness, cultural diversity, and youth empowerment. Our staff are a critical part to providing positive experiences for our family and youth campers and you have just taken the first step in joining the 2017 team!

Camp is much more than a summer job – it's a platform to have a significant impact on the lives of over 1,000 youth and adults, as well as a lifelong reference point and a springboard for lasting friendships with other staff members. A summer working at camp is the perfect combination between having fun and doing good. We have a responsibility to the campers to ensure they are led by men and women of character and commitment. We hope that's you!

Working at any camp is an intense, but rewarding job and working at O.F.R.C. is no different! Each week, we have over 100 campers on-site that are expecting a fun and safe camp experience. Staff members are responsible for ensuring the safety and wellbeing of the campers and at any point you should be ready and capable of assisting the campers in the event of an emergency. This is a unique and challenging aspect of the job. In order to ensure a successful summer, we ask that our staff are willing and able to put the campers and their coworkers safety and wellbeing first. As with most non-profits, pay is not grand, however you have the ability to save almost everything you make.

The application, which can be found on our website, is very detailed. This is not to confuse or frustrate you, but to make sure a summer position at Oakland Feather River Camp is a good match for both you and the organization. We take our responsibility and commitment to the campers as well as to you, a prospective staff member, very seriously. We want to meet your expectations for this summer and while doing so, provide excellent camp experiences for our campers. The application will give us a frame of reference for your past experiences, the knowledge and skills you possess and can share. Please be open and honest while filling out the application.

Please review the Summer 2017 positions, program dates and frequently asked questions prior to applying. Please do not hesitate to reach out and ask any questions prior to applying or at any time during the application process.

Sincerely,

Mark Olson
Executive Director
mark@featherrivercamp.com
510-336-2267 (Sept-April)

Recreation/Program Positions

PROGRAM DIRECTOR (21 years or older)

Responsible for supervising, scheduling, and coordinating daily and weekly operations for all Recreation Staff. The Program Director plays a major role in all camp communication, scheduling of staff and activities, coordination between other camp departments, and program implementation. Responsible for supervising and coaching program staff on a daily and weekly basis. Handles day-to-day issues and customer service. Prior experience in camping, supervision and scheduling is required. Applicants must be adaptable, willing to handle high stress situations and have strong customer service and organizational skills. The Program Director also plans, coordinates and implements our Youth Camp - a weeklong overnight camp in June for youth between the ages of seven and fifteen years old. If applying for this position, please provide resume and cover letter with completed application.

Dates of employment: Monday, May 8 - Saturday, August 19, 2017

Pay Range: \$400-500/Week

RECREATION STAFF/YOUTH COUNSELOR (18 years or older)

Recreation Staff will assist in the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Rec Staff make sure campers are safe and happy at all times. Good sense of humor, strong customer service skills and a friendly demeanor is a must! Rec Staff will also serve as a youth counselor for Camp Kidd and Camp Sierra - a weeklong overnight camp in June for youth between the ages of seven and fifteen years old.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$300-400/Week

Specialty pay may also be available for staff with skills, knowledge, experience and/or certification in the following areas:

Lifeguarding

Nature/Biology/Naturalist Experience

Mountain Bike Maintenance/Repair

Youth Leadership Training

Line Dancing

TOT LOT INSTRUCTOR (21 years or older)

The Tot Lot Instructor will assist in the planning, facilitation, and supervision of recreation activities that are designed for campers between the ages of two and five years old. Experience, training or certification in early childhood education preferred.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$300-400/Week

Maintenance/Facilities Staff

MAINTENANCE STAFF (18 years or older)

Under the guidance of the Camp Manager, Maintenance Staff are responsible for the total upkeep and repairs to the camp facility. Expertise in construction, plumbing, electrical and general repairs required. Must be able to lift 50lbs and work independently.

Dates of employment: Monday, May 1 - Saturday, August 19, 2017

Pay Range: \$400-500/Week

HOUSEKEEPING STAFF (18 years or older)

Under the guidance of the Camp Manager, Housekeeping staff are responsible for the day-to-day cleanliness of camp. Trash removal, bathroom cleaning and furniture moving expected daily. Must be able to lift 50lbs and work independently.

Dates of employment: Monday, May 1 - Saturday, August 19, 2017

Pay Range: \$400-500/Week

Office/Store Positions

OFFICE ASSISTANT (18 years or older)

Under guidance and supervision of the Office Manager, the Office Assistant position is responsible for general office/clerical work including answering phones, filing paperwork, reconciling payments, and helping families acclimate to camp. Customer service, the ability to multi-task and organizational skills are a must!

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$325-375/Week

CAMP STORE COORDINATOR (21 years or older)

Under guidance and supervision of the Office Manager, the Camp Store Coordinator is responsible for day-to-day store operations and management including keeping the store organized and clean, inventory of items and material, sales, and accounting of purchases/items. Prior experience in customer service and sales required. If applying for this position, please provide resume and cover letter with completed application.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$350-375/Week

CAMP STORE ASSISTANT (18 years or older)

Under guidance and supervision of the Camp Store Coordinator, the Camp Store Assistant is responsible for assisting the Camp Store Coordinator in day-to-day store operations including inventory, sales, and accounting of purchases/items. Prior experience in customer service and sales required.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$325-375/Week

Food Service Positions

HEAD COOK (21 years or older)

The Head Cook will assist the Food Service Manager in the areas of food preparation, kitchen staff supervision and scheduling, leading and monitoring all food services operations. Knowledge of a commercial kitchen and the health and safety procedures and regulations associated with food preparation is a requirement.

Dates of employment: Monday, May 1 – Saturday, August 19, 2017

Pay Range: \$400-475/Week

PREPARATION COOK (18 years or older)

Under guidance of the Head Cook and Food Service Manager, Prep Cooks staff will prepare food to ensure the timely service of quality meals for 150 – 300 campers daily. Knowledge of a commercial kitchen and the health and safety procedures and regulations associated with food preparation is a requirement.

Dates of employment: Monday, May 1 – Saturday, August 19, 2017.

Pay Range: \$350-375/Week (*Specialty Pay may be available for staff with skills, knowledge, experience and/or certification in Vegetarian Cooking*)

KITCHEN HELPERS & DISHWASHERS (18 years or older)

Kitchen helpers and dishwashers provide prep support to cooks and oversee the dining hall set up and breakdown and meal service.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$350-375/Week (*Specialty Pay may be available for staff with skills, knowledge, experience and/or certification in Vegetarian Cooking*)

Other Positions/Opportunities

CAMP HEALTH OFFICER (18 years or older)

The Camp Health Officer is responsible for overseeing the health and well-being of all campers and staff. The Health Officer must be certified in First Aid and CPR (at minimum) and have the appropriate qualifications/certifications to administer prescription medication. WFR, WFA, EMT, Paramedic, Nursing or other comparable medical certification/credentials required.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$400-600/Week (based on qualifications)

MULTI-MEDIA INTERN (18 years or older)

Our Multi-Media Intern will be all over the place – snapping pictures of all programs, getting and editing video and assisting with summer communications. Will go through one week of Staff Training with the rest of the staff, learning the basics of the OFRC culture. He/she will then transfer that culture, via media, to the greater camp community. Will assist in updating our website/social media sites, marketing efforts.

Dates of employment: Sunday, June 10 - Saturday, August 19, 2017

Pay Range: \$100/Week Stipend + College Credit

IMPORTANT INFORMATION ON ROOM AND BOARD

All Summer Staff are provided shared housing during their period of employment. Platform tents and cabins are available in staff sections of camp. Showers and bathrooms are shared with the guests in our several bathhouses. Washers and dryers are provided for staff to do their laundry. Breakfast, lunch, and dinner are provided on a daily basis and are a part of your compensation.

Summer 2017 Dates

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| Saturday, June 10 - Friday, June 16 | All Summer Staff Training* |
| Sunday, June 18 - Sunday, June 25 | Science, Space and Sky Week! |
| Monday, June 26 - Saturday, July 1 | Youth Camp: Camp Kidd & Camp Sierra |
| Sunday, July 2 - Sunday, July 9 | Celebration, Family Fun & the 4th!/Dog Lover's Week |
| Sunday, July 9 - Sunday, July 16 | Music for the Whole Family! |
| Sunday, July 16 - Sunday, July 23 | Folk Dance Week |
| Sunday, July 23 - Thursday, July 27 | Summer Fun Week! |
| Thursday, July 27 - Sunday, August 6 | Large Rental Group in Camp (Staff still work) |
| Monday, August 7 - Sunday, August 13 | Story Telling/Bike Week! |
| Monday, August 14 - Saturday, August 19 | Oakland Parks & Recreation Youth Camp |
| Saturday, August 19 | Camp Clean Up Day |

**See position descriptions for earlier start dates for specific positions.*

To Apply:

Send a completed application and 3 completed reference forms to:

Summer Staff Application
Oakland Feather River Camp/Camps in Common
P.O. Box 11061
Oakland, CA 94611

Questions?
510-336-2267
mark@featherrivercamp.com

SUMMER APPLICANT FREQUENTLY ASKED QUESTIONS

What is a typical day of work like? That depends on the role! Recreation, Office, Maintenance and Kitchen Staff all work hard, but have different schedules and duties. Our website will give a good idea on what our campers experience on a typical day. Feel free to reach out more questions about a typical day in the life of the role you are interested in applying for. But know this, if you like to work hard and make people happy, this job won't even feel like work. You'll be tired at the end of the day, but you'll go to bed feeling fulfilled.

Do I get paid enough? Oh my, no! But if you are doing this for the money, you are in the wrong business. If you are doing this to provide youth and families with a positive, healthy summer recreation experience, then it's priceless. You get paid about a million dollars in children's laughter!

Children's laughter doesn't pay the bills... No, it doesn't. But working at a camp during the summer can help keep your expenses down! You'll be provided meals and housing for the summer. And as long as you don't go on spending sprees in the nearby town of Quincy, you can save a good chunk of your money by working at a camp during the summer.

Do I get time off? Yes. Different roles have different work schedules. For example, some staff in the kitchen start their workday at 6am! Most positions don't start until breakfast (8:30am), but some go until the end of evening programming (~10pm). You may have evenings off or specific hours for time-off during the day if you are working in the evening. You will also get at least one full 24-hour period a week as your designated off day. You can head into town, explore the nearby trails, do laundry or relax on site at camp. Sometimes in between groups or program weeks, all staff will have the same day off.

And I can drink alcohol during my time off, right? If you are 21 and out of camp, you may enjoy adult beverages. But leave it out of camp. Staff of any age may not have alcohol on site at camp and staff found with alcohol or under the influence of drugs or alcohol on camp grounds are subject to immediate dismissal. Staff are expected to be awake, alert and enthusiastic each morning! If you are interested in heading to the bars every night, this is not the job for you.

I don't really like getting dirty and have some high standards of cleanliness. Well, then once again, you may want to reconsider whether employment at OFRC is a good fit. While we have high standards of cleanliness for our facilities, OFRC is a rustic, outdoors-based camp. You're sure to get dirt under your fingernails and you'll probably get a little sweaty during the day. Nothing a quick dip in Spanish Creek or a hot shower can't fix.

What else should I bring? Bedding, clothes, instruments if you play one, and a good sense of humor. Don't worry, we'll send a packing list.

What kind of clothes should I bring? A good rule of thumb – if you'd wear it in front of your grandparents, it's probably OK here. Rugged outdoor clothes that you don't mind getting dirty are the best. Overall, we want to portray a professional appearance and we want the parents and adults to have piece of mind that we will take good care of their children. We still value and appreciate self-expression, but like most jobs we do so within some limits.

Can I bring my dog? He loves the woods! Even the most wonderful of dogs will get grouchy in a new location with wild animals and hundreds of people trying to pet them and chasing them around. Leave the pets at home, where they can live in a carefree and mellow environment.

Can I have friends visit? As long as you follow the visitor policy and get approval first with the higher-ups. But realize this – you are going to meet amazing people at Oakland Feather River Camp. Many will become your closest confidantes. You will never be without friends at camp!

Have more questions? Contact Mark at mark@featherrivercamp.com or 510-336-2267.