



OAKLAND FEATHER RIVER CAMP 2017 OPEN POSITIONS

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 NURSE (18 years or older)

The Camp Nurse is responsible for overseeing the health and well-being of all campers and staff. The camp nurse must be certified in First Aid and CPR and have the appropriate qualifications/certifications to administer prescription medication and perform health screenings.

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

Pay Range: \$500/Week

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

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? Call Mark at 510-336-2267 or email mark@featherrivercamp.com