



## **SUMMER 2021 OPEN POSITIONS**

*Updated March 15, 2021*

### **Program Department**

Program Manager  
Assistant Program Manager  
Program Leader - Non-Lifeguard  
Program Leader – Lifeguard (weekly bonus)  
Camp Health Supervisor

### **Food Service Department**

Assistant Food Service Manager/Sous Chef  
Camp Cook  
Dishwasher & Kitchen Helper

### **Facilities Department**

Housekeeping Assistant  
Buildings & Grounds Assistant

### **Office/Store Department**

Camp Office Manager  
Camp Store Coordinator

### **IMPORTANT INFORMATION ON COMPENSATION**

*Room & board is NOT deducted from earned wages. All Summer Staff are provided shared housing during their period of employment, although employees are not required to live on site. Platform tent-cabins and rustic cabins are available in staff sections of camp. Showers and bathrooms are shared with campers and guests in our three bathhouses. Washers, dryers, detergent and dryer sheets are provided at no cost for staff to do their laundry. Breakfast, lunch, and dinner are provided at no cost on a daily basis when programming is being provided.*

**Questions? Email [Tim@FeatherRiverCamp.com](mailto:Tim@FeatherRiverCamp.com) or call 231-878-5005**

## **PROGRAM DEPARTMENT**

### **PROGRAM MANAGER (21 years or older)**

Responsible for supervising, scheduling, and coordinating daily and weekly operations for all Program Staff. The Program Manager 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.

Approximate Dates of employment: Thursday, May 6 – Monday, September 6, 2021  
Starting Pay Range: \$550.00 – \$600/week

If applying for this position, please provide a resume and cover letter with completed application.

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### **ASSISTANT PROGRAM MANAGER (21 years or older)**

The Asst. Program Manager is responsible for assisting the Program Manager in supervising, scheduling, and coordinating daily and weekly operations for all Program Staff. The Asst. Program Manager 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.

Approximate Dates of employment: Thursday, May 14 – Monday, August 8, 2021  
Starting Pay Range: \$510.00 – \$525.00/week

If applying for this position, please provide a resume and cover letter with completed application.

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### **PROGRAM LEADER - NON-LIFEGUARD(18 years or older)**

Program Leaders are the core of the Program Department, which is responsible for the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. A good sense of humor, strong customer service skills and a friendly demeanor is a must! Program Leaders (non-lifeguard) assist in the following areas:

- Arts And Crafts: Previous years included silk painting, tie-dye, basic sewing, reed basket making and more!
- Camp Store Programs: The OFRC Camp Store is located in the heart of camp and is where campers of all ages enjoy an afternoon ice cream cone, purchase a small tube of toothpaste or pick up some OFRC-branded merchandise.
- 'Tot Lot' Child Care: Working to plan, facilitate, and supervise our morning Tot Lot program, which is designed for our youngest campers (ages 2-5).

Applicants must have experience and interest in facilitating, teaching or leading small groups, working with youth and families, and in customer service. In the afternoon and evening, you will join your fellow Program Leaders in the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. A good sense of humor, strong customer service skills and a friendly demeanor is a must!

Approximate Dates of employment: Sunday, June 3 – Sunday, August 8, 2021  
Starting Pay Range: \$440 – 480/week – *Bonus pay available for lifeguarding, see below*

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**PROGRAM LEADER - LIFEGUARD (18 years or older)**

Program Leaders are the core of the Program Department, which is responsible for the planning, facilitation, and supervision of recreation activities that are offered daily at Oakland Feather River Camp. Program Staff make sure campers are safe and happy at all times, while providing activities that range from archery to line dancing to tug of war. A good sense of humor, strong customer service skills and a friendly demeanor is a must! Program Leaders are also required to serve as a youth counselor for our OFRC Youth Camp - a week-long overnight camp in June for youth between the ages of seven and sixteen years old.

In the afternoon Program Leader - Lifeguards head down the Swimming Hole for a shift of guarding during open swim. The Swimming Hole is THE place to be in camp in the afternoons and keeping a safe and fun waterfront is the #1 priority for our lifeguards.

Approximate Dates of employment: Thursday, June 3 – Sunday, August 8, 2021  
Starting Pay Range: \$485-490/week

*Not lifeguard certified, but willing to get certified? You can still apply for this position! Just indicate your certification level at the appropriate section on your application.*

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**CAMP HEALTH SUPERVISOR (18 years or older)**

The Camp Health Supervisor is responsible for overseeing the health and well-being of all campers and staff. Responsibilities vary depending on the programs being offered, but range from having open hours during Family Camp, administering medications to youth campers, and addressing minor accidents or injuries. The Camp Health Supervisor must be certified in First Aid and CPR and have the appropriate qualifications/certifications to administer prescription medication and perform health screenings.

Approximate Dates of employment: Thursday, June 3 – Sunday, August 7, 2021  
Starting Pay Range: \$1040-\$1200/Week (depending on experience)

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**FOOD SERVICE DEPARTMENT**

**ASSISTANT FOOD SERVICE MANAGER/SOUS CHEF (21 years or older)**

The Assistant Food Service Manager 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 practices associated with food preparation is a requirement.

Approximate Dates of employment: Monday, May 17 – Sunday, August 8, 2021\*\*  
Pay Range: \$1040 per week (this position works 6 days a week)

\*\*Additional work is available for a small group of Food Service staff through September 5, 2021.

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**CAMP COOK (18 years or older)**

Under guidance of the Food Service Manager and Assistant Food Service Managers, Camp Cooks will prepare food to ensure the timely service of quality meals for 150 – 300 campers daily. Previous commercial kitchen experience and knowledge of the health and safety procedures and practices associated with food preparation is a requirement.

Approximate Dates of Employment: Tuesday, May 25 - Sunday, August 8, 2021\*\*

Starting Pay Range: \$14.50 – \$16.00 per hour (\$580 – \$640=40hrs/week for a 40 hour work week) *Specialty pay may be available for staff with skills, knowledge, experience and/or certification in vegetarian or vegan cooking.*

\*\*Additional work is available for a small group of Food Service staff through September 5, 2021.

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**KITCHEN HELPER & DISHWASHER (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. While no previous kitchen experience is required, a history of working hard and strong references is a must.

Approximate Dates of Employment: Tuesday, May 25, 2021 - Sunday, August 8, 2021\*\*

Starting Pay Range: \$14.00 – \$14.50 per hour (\$560 – \$580/week for a 40 hour work week)

\*\*Additional work is available for a small group of Food Service staff through September 5, 2021.

**FACILITIES STAFF**

**HOUSEKEEPING ASSISTANT (18 years or older)**

Under the guidance of the Housekeeping Coordinator and Facilities Manager, the Housekeeping Assistant is responsible for the day-to-day cleanliness of camp. Trash removal, bathroom cleaning and tent/cabin preparation (including furniture moving) are some of the daily responsibilities and duties. Must be able to lift 50lbs, work independently and be on your feet most of the day.

Approximate Dates of employment: Thursday, April 29 – Wednesday, September 8, 2021\*\*

Starting Pay Range: \$14.00 – \$15.00 per hour (\$560 – \$600/week for a 40 hour work week)

\*\*Additional work may be available for a small group of Housekeeping staff through September 8, 2021

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**BUILDINGS & GROUNDS ASSISTANT (18 years or older)**

Under the guidance of the Facilities Manager, Building & Grounds Assistants are responsible for the upkeep of and repairs to the camp facility. Expertise in construction, plumbing, electrical, mechanical and general repairs required. Must be able to lift 50lbs, work independently and be on your feet most of the day.

Approximate Dates of employment: Thursday, April 29, 2021 - September 8, 2021\*\*

Starting Pay Range: \$20.00 – \$25.00 per hour (\$800 – \$1,000/week for a 40 hour work week)

\*\*Additional work may be available for a small group of Building and Grounds staff through September 8, 2021

## **OFFICE AND STORE POSITIONS**

### **SUMMER CAMP OFFICE MANAGER (21 years or older)**

Under guidance and supervision of the Assistant Camp Director, the Office Manager 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!

Approximate Dates of employment: Tuesday, May 25 – Sunday, August 8, 2021

Starting Pay Range: \$20.00 – \$28.00 per hour (\$800 – 1,120/week for a 40 hour work week)

**NOTE:** This position has the potential to transition into a year round opportunity. If applying for this position, please provide a cover letter and resume with completed application.

### **CAMP STORE COORDINATOR (21 years or older)**

Under guidance and supervision of the Program Manager and Office Manager, the Camp Store Coordinator is responsible for day-to-day store operations and management including keeping the camp store organized and clean, inventory of items and material, sales, and accounting of purchases/items. Prior experience in customer service and sales required. Some time may also be allocated towards assisting in the camp office answering phones, filing paperwork, reconciling payments, and helping families acclimate to camp.

Approximate Dates of employment: Thursday, May 13 – Sunday, August 8, 2021\*\*

Starting Pay Range: \$15.00 per hour (\$600/week for a 40 hour work week)

If applying for this position, please provide a resume of related experience and cover letter with completed application.

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