

WE'RE HIRING!



Oakland Feather River Camp is thrilled to share that we are now hiring for Summer 2024! Below you will find specific information for each open position, as well as specific information regarding responsibilities, rates of pay, and dates of employment. Please review the information below and reach out to Jobs@FeatherRiverCamp.com if you have any questions.

OPEN POSITIONS

Last Updated: February 14, 2024

PROGRAMS & ACTIVITIES

Program Manager
Assistant Program Manager
Program Specialist - Archery
Program Specialist - Tot Lot
Program Leader - Lifeguard
Program Leader - Generalist

FOOD SERVICE

Assistant Food Service Manager
Camp Cook
Kitchen Helper/Dishwasher

ADMINISTRATIVE & SUPPORT

Camp Management Assistant
Store Coordinator
Office/Store Assistant

FACILITIES AND HOUSEKEEPING

Housekeeping Assistant
Building & Grounds Assistant

OUR MISSION

In operation since 1924, Oakland Feather River Camp's mission is to promote and celebrate connections between nature, family and community, creating unique opportunities to advance environmental awareness, cultural diversity, and youth empowerment.

Each year we welcome hundreds of campers of all ages from Oakland and the San Francisco Bay Area to our camp property in the Plumas National Forest. The "Original Working Person's Vacation" OFRC strives to serve the families of Oakland with our signature Family Camp Program. We also partner with the city of Oakland's Parks and Recreation Department to provide two weeks of Youth Camp programs in partnership with the city. Additionally, we partner with several rental groups throughout each summer including nonprofit and corporate retreats, education and recreation programs, and even weddings!

Whether it is a camper's first or fiftieth summer, they all say the same thing: I'm so happy to be back at camp! Join our team this summer and be a part of something truly special.

OUR HIRING PHILOSOPHY

Oakland Feather River Camp is an equal opportunity employer. *We believe an inclusive and diverse workforce is invaluable.* OFRC encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions

As recent studies have shown, Women and People of Color are less likely to apply for a position unless they match every described function in a job posting. The OFRC team is most interested in finding the best candidate for the job, and we understand that candidate may be someone who comes from a less traditional background. If that is you, we encourage you to apply and tell us more about yourself!

COVID-19 VACCINATION

We require that our on-site staff be fully vaccinated and undergo regular testing. Staff who are unable to be vaccinated will be required to wear a mask when in any building or within 6' of others. In addition, in order to provide a safe experience for our campers and staff as well as uninterrupted operations throughout the summer, OFRC strongly recommends all campers be up to date on their COVID-19 vaccinations and boosters. These requirements are subject to change at any time to ensure the health and safety of our campers and staff, and we will provide timely updates to registered campers if any changes are made to our safety plans for Summer 2024.



PROGRAM & ACTIVITIES POSITIONS

PROGRAM MANAGER (21 years or older)

The Program Manager is 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.

Dates of Employment: May 8 – September 6, 2024

Pay Range: \$1,280-1,330 weekly

If applying for this position, please email a resume and cover letter to jobs@featherrivercamp.com.

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.

Dates of Employment: May 15 - September 6, 2024

Pay Range: \$750-800 weekly

If applying for this position, please email a resume and cover letter to jobs@featherrivercamp.com.

PROGRAM SPECIALISTS (21 years or older)

Program Specialists are the area coordinators and key leaders 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. The Program Specialists will assist the Program leadership with coordination of their specific areas, as well as provide coverage for each other. A good sense of humor, strong customer service skills and a friendly demeanor is a must! The open positions are:

- **Program Specialist - Archery:** Oversees our archery program, one of the most popular program areas on camp. Candidates should have at least one year of experience in archery, either teaching or competing.
- **Program Specialist - Tot Lot:** Oversees our morning Tot Lot program, which is designed for our youngest campers (ages 2-5). Candidates should have experience with young children

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 team 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!

Dates of Employment:

Archery: May 29 - August 3, 2024**

Tot Lot: May 29 - August 3, 2024**

Pay Range \$660-710 weekly

**Additional work may be available for some Program staff through September 2, 2024.

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!

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.

Dates of Employment: May 29 - August 3, 2024 **or** May 29 - July 20, 2024**

Pay Range: \$620-670 weekly

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.

**Additional work may be available for some Program staff through September 2, 2024.

PROGRAM LEADER - GENERALIST (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 generalists are quick on their feet and able to jump between different activity areas.

Dates of Employment: May 29 - August 3, 2024 **or** May 29 - July 20, 2024**

Pay Range: \$600-650 weekly

**Additional work may be available for some Program staff through September 2, 2024.

FOOD SERVICE DEPARTMENT POSITIONS

ASSISTANT FOOD SERVICE MANAGER (21 years or older)

Working directly with the Food Service Manager, the Assistant Food Service Managers (2) coordinate the day to day workings of the OFRC Kitchen and Food Service Team. Serving 150 - 300 campers daily, the Assistant Food Service Managers both supervise and coordinate the kitchen while also participating in the preparation and execution of meals. Interested candidates should have experience both in the kitchen and as a manager or supervisor.

Dates of Employment: May 15 - August 3, 2024

Pay Range: \$1,280-1,330 weekly

CAMP COOK (18 years or older)

Under guidance of the Food Service Manager and Assistant Food Service Managers, the 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.

Dates of Employment: May 20 - September 3, 2024 **or** May 29 - August 3, 2024**

Pay Range: \$19-24 per hour (\$760-960 weekly 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 may be available for some Food Service staff through September 3, 2024.

KITCHEN HELPER & DISHWASHER (18 years or older)

Kitchen helpers and dishwashers provide prep support to cooks and oversee the dining hall setup and breakdown and meal service. While no previous kitchen experience is required, a history of working hard and strong references is a must!

Dates of Employment: May 20 - September 3, 2024 **or** May 29 - August 3, 2024**

Pay Range: \$16-21.00 per hour (\$640-840 weekly for a 40 hour work week)

**Additional work may be available for some Food Service staff through September 3, 2024.

ADMINISTRATIVE & SUPPORT POSITIONS

CAMP MANAGEMENT ASSISTANT (21 years or older)

Under guidance and supervision of the Camp Director, the Camp Management Assistant is responsible for the day to day oversight and coordination of a large grant funded program that is integrated into our Family Camp program. Support for this program will be about 70% of this position's time, and includes gear library distribution (packaging, moving, lifting) and maintenance (washing, sanitizing, storing), camper communications, transportation coordination, camper support, and grant reporting. Additionally, this position will support our Camp Leadership Team by assisting with the coordination of several multi-departmental efforts. These efforts include data summaries, staff evaluation coordination, staff recognition coordination, staff training support, and other efforts that impact all camp departments. Must be able to lift 50lbs, have a valid driver's license, and work independently. The ideal candidate should be flexible, organized, a quick problem solver, and have experience in Google Workspace. A minimum of one year experience working at camp is required, and camp leadership experience is a plus.

Dates of Employment: May 8 - September 6, 2024

Pay Range: \$850-900 weekly

If applying for this position, please email a resume and cover letter to jobs@featherrivercamp.com.

STORE COORDINATOR (21 years or older)

Under guidance and supervision of the Office Manager, the store coordinator is responsible for the day to day operation of the Camp Store, including, including keeping the camp store organized and clean; inventorying of items and material; purchasing needed materials; sales, and accounting of purchases/items. Prior experience in customer service and sales required. Customer service, the ability to multi-task and organizational skills are a must!

Dates of Employment: May 22 - August 7, 2024

Pay Range: \$17.50-22.50 per hour (\$700-900 weekly for a 40 hour work week)

SUMMER CAMP OFFICE AND STORE ASSISTANT (18 years or older)

Under guidance and supervision of the Office Manager, office assistants are responsible for general office/clerical work including answering phones, filing paperwork, reconciling payments, and helping families acclimate to camp. In the Camp Store, these individuals will be responsible for day-to-day store operations, including keeping the camp store organized and clean; inventorying of items and material; sales, and accounting of purchases/items. Prior experience in customer service and sales required. Customer service, the ability to multi-task and organizational skills are a must!

Dates of Employment: May 29 - August 3, 2024

Pay Range: \$16-21 per hour (\$640-840 weekly for a 40 hour work week)

FACILITIES DEPARTMENT POSITIONS

HOUSEKEEPING ASSISTANT (18 years or older)

Under the guidance of the Housekeeping Coordinator and Facilities Manager, the Housekeeping Assistants are 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, have a valid driver's license, work independently and be on your feet most of the day.

Dates of Employment: May 22 - August 3, 2024

Pay Range: \$17-22 per hour (\$680-880 weekly for a 40 hour work week)

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, have a valid driver's license, work independently and be on your feet most of the day.

Dates of Employment: April 22 – September 27, 2024

Pay Range: \$19-24 per hour (\$760-960 weekly for a 40 hour work week)