



2026 OFRC Job Descriptions, Employment Dates, & Pay Rates

Updated 11/24/25

Departments

OFRC runs on a cross-functional team structure. Every department plays a specific role in keeping camp safe, welcoming, and running smoothly.

Facilities Department

- Building & Grounds Assistant
- Housekeeping Coordinator
- Housekeeping Assistant

Food Service Department

- Food Service Manager
- Assistant Food Service Manager
- Lead Cook
- Lead Cook - Specialty Diets
- Cook
- Lead Kitchen Helper & Dishwasher
- Kitchen Helper & Dishwasher

Health Department

- Camp Health Supervisor

Outreach Department

- Outreach Program Specialist
- Oakland Transportation Coordinator

Program Department

- Program Manager
- Program Specialist - Arts & Crafts
- Program Specialist - Head Lifeguard
- Program Specialist - Tot Lot
- Program Specialist - Adult & Teen Programming
- Program Specialist - Sports & Games
- Program Specialist - Nature
- Program Leader - Arts & Crafts
- Program Leader - Tot Lot
- Program Leader - Lifeguard

Office & Store Department

- Office & Store Manager
- Camper Services Coordinator
- Office & Store Assistant

Camp Administration

- Assistant Camp Director

Facilities Department

The Facilities Team handles the behind-the-scenes work that keeps camp functional. They manage repairs, plumbing, electrical systems, cabin/tent upkeep, trail and grounds maintenance, cleaning, trash and recycling, and emergency response support. This team works closely with all departments to turn spaces over quickly and maintain safety standards.

Positions:

Building & Grounds Assistant

You're the hands-on problem solver who keeps camp looking sharp and running smoothly, from fixing cabins to tackling all kinds of outdoor projects. If you love tools, fresh air, and making a visible impact every single day, this role is your jam.

Housekeeping Coordinator

You're the behind-the-scenes magic-maker who ensures every space at camp is sparkling, stocked, and ready for happy guests and staff. If you love organizing, can rally a team, and take pride in every clean detail, this role is just for you.

Housekeeping Assistant

You're the go-getter who keeps cabins bright, bathrooms clean, and guest spaces ready for action. If you like jumping in, moving fast, and leaving things better than you found them, this job is all you.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Building & Grounds Assistant	\$21.40 - \$23.90 per hour	April 27 - September 18, 2026
Housekeeping Coordinator	\$21.40 - \$23.90 per hour	April 27 - September 18, 2026
Housekeeping Assistant	\$17.40 - \$19.90 per hour	April 27 - August 7, 2026 or April 27 - September 18, 2026

Food Service Department

The Food Service Team keeps camp fed - three meals a day, plus BBQ events and special dietary needs. This is one of the biggest operational teams onsite. They're responsible for food prep, service, dishwashing, cleaning the Chow Palace, and maintaining health and safety standards. This team works fast and tight, especially on high-volume days.

Positions:

Food Service Manager

You're the head chef behind the scenes, leading the kitchen crew to serve up high-quality meals, stay on schedule, and make sure every plate leaves with pride. If you're organized, love food, and can manage a team like a pro, this role is made for you.

Assistant Food Service Manager

You're the kitchen's right-hand leaders: helping run shifts, keep the meals flowing, and support your team to serve great food every day. If you thrive under pressure, enjoy mentoring others, and want to play a big role in the camp's heart (the kitchen), this is your place.

Lead Cook

You're the kitchen's anchor: coordinating prep, leading the cooking team, and making sure every dish that leaves the Chow Palace is safe, timely, and top quality. If you thrive under pressure, love high-volume cooking, and take pride in heading up a kitchen team, this is your role.

Lead Cook - Specialty Diets

You're the culinary ace who leads meal planning and execution for guests with food allergies, who are gluten-free, vegan, and other dietary needs - while also supporting the kitchen team. If you're detail-oriented, skilled in creative kitchen work, and passionate about inclusive dining, this role is for you.

Cook

You're in the kitchen action, prepping, cooking, and plating for a big crew while keeping things safe and delicious. If you love creating, moving fast, and seeing smiles at the dinner table, this spot is for you.

Lead Kitchen Helper & Dishwasher

You're the crew leader who keeps the dish team running smoothly, guiding others while keeping the kitchen and dining spaces spotless and on schedule. If you're organized, steady under pressure, and ready to lead by example, this is your spot.

Kitchen Helper & Dishwasher

You're the entry-level powerhouse who keeps dishes clean, spaces tidy, and the kitchen moving - no experience needed. If you're dependable, fast-moving, and excited to learn, this role is perfect for you.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Food Service Manager	\$1,432.00 - \$1,532.00 per week	May 11 - September 8, 2026
Assistant Food Service Manager	\$1,352.00 - \$1,452.00 per week	May 13 - August 7, 2026 or May 13 - September 8, 2026
Office & Store Assistant	\$17.40 - \$19.90 per hour	May 28 - July 29, 2026 or May 28 - September 8, 2026
Lead Cook - Specialty Diets	\$21.40 - \$23.90 per hour	May 18 - September 8, 2026
Lead Cook	\$21.40 - \$23.90 per hour	May 18 - September 8, 2026
Cook	\$19.40 - \$21.90 per hour	May 28 - August 7, 2026
Lead Kitchen Helper & Dishwasher	\$19.40 - \$21.90 per hour	May 18 - September 8, 2026
Kitchen Helper & Dishwasher	\$17.40 - \$19.90 per hour	May 28 - August 7, 2026 or May 18 - September 8, 2026

Health Department

The Health & Safety Team oversees first aid, camper assessments, medication storage, injury/incident reporting, emergency procedures, and radio communication standards. They support all departments to maintain safe operations every day.

Position:

Camp Health Supervisor

You're the on-site health leader: overseeing first aid, coordinating medical responses, and supporting both staff and campers through the season. If you've got advanced medical skills, stay calm in emergencies, and want to play a key role in keeping everyone safe, this role is your mission.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Camp Health Supervisor	\$1,432.00 - \$1,532.00 per week	May 13 - September 8, 2026

Outreach Department

The Outreach Team supports campers participating in a grant funded program. They handle rosters, logistics, family check-ins, translation support, gear distribution, and grant-related documentation. This team collaborates from different locations (OFRC/Quincy & Oakland) and primarily work independently.

Positions:

Outreach Program Specialist

You're the community connector who helps coordinate the First 5 program, support Spanish-speaking families, and bring off-site and on-site outreach to life. If you thrive building relationships, enjoy logistics, and want to make a meaningful impact, this is your role.

Oakland Transportation Coordinator

This role is based in Oakland, not at camp - you're the hometown logistics pro who manages bus stops, coordinates transportation, and keeps families moving smoothly to and from OFRC. If you're organized, people-savvy, and love making chaos feel easy, this role is all you.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Program Specialist - Outreach	\$21.40 - \$23.90 per hour	May 28 - August 7, 2026
Oakland Transportation Coordinator	\$21.40 - \$23.90 per hour	June 1 - July 29, 2026

Program Department

The Program Team delivers all activities, theme week content, evening programs, and family engagement. They run everything from archery and crafts to campfires, special events, and teen programs. This team sets the tone for camper experience and works closely with all departments to keep schedules tight and communication clear.

Positions:

Program Manager

You're the chief architect of the camp experience: you design the activity schedule, lead the program team, manage guest engagement, and oversee how every moment of the day unfolds. If you're a strategic thinker who loves working with people, creating memorable moments, and keeping all the moving parts aligned, this role is made for you.

Program Specialist - Arts & Crafts

You're the creative lead who runs the Arts & Crafts area, designs projects, manages supplies, and sets the vibe for the whole space. If you love shaping a program and bringing big creative energy, this role is your canvas.

Program Specialist - Head Lifeguard

You're the waterfront lead who runs the Swimming Hole operation, oversees the lifeguard team, manages shifts, and supports other programming throughout the day. If you're confident, certified, and ready to lead from the shoreline, this role is yours.

Program Specialist - Tot Lot

You're the early-childhood lead who runs Tot Lot: planning activities, setting the daily rhythm, coordinating with families, and guiding staff who work in the space. If you're patient, creative, and love shaping a program for little campers, this role is your sweet spot.

Program Specialist - Adult & Teen Programming

You lead engaging activities for teens and adults, from creative workshops to group challenges to low-pressure social events that bring people together. If you love building community, working with diverse ages, and keeping the energy fun and welcoming, this role is your sweet spot.

Program Specialist - Sports & Games

You lead all things active - sports, group games, field activities - and you help campers build skills, stay moving, and have fun. Archery is a major part of this role, so if you're excited about teaching safe, beginner-friendly archery alongside classic camp games, this is the perfect fit.

Program Specialist - Nature

You guide campers of all ages through nature-based activities, outdoor exploration, and hands-on learning about the environment around us. If you love the outdoors and enjoy helping people connect with the natural world in a fun, accessible way, this role is your trailhead.

Program Leader - Arts & Crafts

You're the hands-on helper who works in the Arts & Crafts area, guiding campers through projects and keeping the space flowing. If you enjoy jumping in, getting messy, and helping people create, this is your spot.

Program Leader - Tot Lot

You're the hands-on helper who works in Tot Lot: leading play, supervising activities, and keeping the space fun, safe, and engaging. If you love working with young kids and bringing big energy to small humans, this role is for you.

Program Leader - Lifeguard

You're the frontline guard who works in the Swimming Hole, watching the water, enforcing safety, and jumping into other programming when swim time is over. If you love being active, outdoors, and part of a tight safety crew, this is your spot.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Program Manager	\$1,392.00 - \$1,492.00 per week	May 13 - September 8, 2026
Program Specialists	\$776.00 - \$876.00 per week	May 28 - September 8, 2026
Program Leaders	\$696.00 - \$796.00 per week	May 28 - July 29, 2026 or May 28 - August 7, 2026 or May 28 - August 22, 2026 or May 28 - September 8, 2026

***Some positions include Scheduled Employment Pauses.
See Job Descriptions for more information.***

Office & Store Department

The Office & Store Team anchors the front-of-house experience. They run check-ins and check-outs, process camper questions, handle store operations, support communication with families, manage rosters, and help keep operations organized. During busy sessions, they coordinate between all departments to keep information flowing.

Positions:

Office & Store Manager

You're the organizational mastermind who keeps the camp's front-of-house operating smoothly: managing check-ins, overseeing the camp store, tracking inventory, and coordinating logistics. If you're detail-oriented, reliable, and thrive in a fast-paced environment, this role is a great match.

Camper Services Coordinator

You're the go-to for creating excellent family experiences, handling guest check-ins, coordinating gear and rentals, and supporting families throughout their stay. If you love problem-solving, logistics, and making experiences flow for all ages, this role is for you.

Office & Store Assistant

You're the friendly face behind the counter who handles check-ins, keeps the store stocked, assists guests and staff alike, and helps the front desk hum. If you're organized, customer-focused, and ready to multitask, this role is your place.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Office & Store Manager	\$34.80 - \$37.30 per hour	May 13 - September 8, 2026
Camper Services Coordinator	\$21.40 - \$23.90 per hour	May 18 - September 8, 2026
Office & Store Assistant	\$17.40 - \$19.90 per hour	May 28 - July 29, 2026 or May 28 - September 8, 2026

Camp Administration

The Camp Administration Team is mostly year-round, full time staff. It is the team that sets the vision, keeps operations running, and supports every department before, during, and after the summer season. This group leads long-term planning, staffing, budgeting, safety, partnerships, rentals, fundraising, marketing, and overall guest experience. They're the backbone of continuity from year to year and the main support system for seasonal staff.

Positions:

Assistant Camp Director

You're the right-hand to the Camp Director, supporting staff operations, coordinating logistics across departments, and helping ensure every week runs smoothly. If you're a strategic communicator who thrives in dynamic environments and wants to lead the camp team, this role is for you.

Dates & Pay Rates:

Position	Pay Range	Dates of Employment
Assistant Camp Director	\$1,432.00 - \$1,532.00 per week	May 5 - September 8, 2026