

Kitchen Assistant / Rover

Position Summary

Kitchen Assistant (KA) / Rovers work in a variety of areas of camp, depending on their interest and camp's needs; their roles often change from week to week. KA/Rovers may choose to work in any two of the following roles (all KA/Rovers will do at least one of the starred * roles):

- *Kitchen Assistant (KA): Wash dishes, serve food, keep the kitchen clean, and provide general support during meals (such as getting requested items from the kitchen during meals or preparing meal carts)
- *Rover: Cover daily breaks for counselors, 2 hours with a cabin at a time
- Co-counselor: Work with a cabin group for a week at a time, usually with a cabin group that requires two staff for ratio or camper support purposes
- Specialty: Choose one of the specialty areas to assist with - waterfront, horseback riding, program areas (including arts and crafts, nature, challenge course, and archery), support (kitchen and camp store), or Camper Support (formerly known as inclusion - helping campers with social-emotional, behavioral or support needs)

Position Details

<i>Job Title</i>	Kitchen Assistant / Rover
<i>Department</i>	Camping
<i>Location</i>	Camp Sealth
<i>Reports To</i>	Support Coordinator / Unit Leader
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/ Temporary</i>	Temporary
<i>Housing</i>	Shared on-site housing
<i>Salary</i>	\$340-\$350

Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Sealth is a summer camp, outdoor education center, and retreat facility serving around 7,000 people year-round. Summer camp is comprised of eight weeks of overnight camp and six weeks of

day camp, serving over 2,000 youth each summer. During the school year, Camp Sealth hosts outdoor education and retreats for school and non-profit groups between September and May; groups and schools may range in size from 10 to 300.

Commitment to Diversity, Equity & Inclusion

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

Site Overview

Camp Sealth sits on a 400-acre property that includes over a mile of saltwater beach on Puget Sound, plus evergreen forests, wetlands, and wildlife. It is a rustic camp that has been serving campers for over 100 years.

Camp cabins are basic but comfortable. All are fully enclosed with electricity; some have windows and heat for year-round use and others are unheated with screen windows. Beds are either bunk or stand-alone wood frames with foam mattresses. In most units (areas of housing – divided by age range), bathrooms are in a central shower house, a short walk from the cabin.

Essential Job Responsibilities

- 1. Kitchen Assistant (KA)
 - Serves food at meals
 - Washes and puts away dishes
 - Takes part in keeping the kitchen clean, including taking out garbage/recycling, wiping down counters, putting away leftovers, and doing laundry.
 - Assists with preparing food for overnight camping cookouts
 - Teaches CIT's (Counselors in Training) about kitchen operations
- 2. Rover
 - Covers cabin groups of 6-8 campers on counselors' time-offs
 - Assists with overnight camping, cookouts, and evening programs
- 3. Co-Counselor
 - Alongside the General Counselor, help supervise a group of campers during their stay at camp. This includes living in the cabin with campers and guiding them through all aspects of their day, including:
 - Assisting campers in getting ready for wake-up and bedtime,
 - Sitting with campers at meals,
 - Completing camp chores alongside campers,
 - Participating with and supporting campers in their camp activities.
- 4. Specialty
 - Assists staff in their responsibilities, such as helping campers in activity lessons

Secondary Job Responsibilities

- Responsible for keeping their cabin clean, and assisting in keeping other camp facilities clean
- Assists where assigned on the first and last days of each session
- Knows of and adheres to Camp Sealth policies and procedures
- Adheres to emergency, health, and other plans adopted by the camp, assuring first and foremost each camper's and staff member's safety
- Performs other duties as assigned

Qualifications and Skills

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team.

Applicants who do not meet all the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

Desired Qualifications

- Experience working with kids
- Knowledge and understanding of youth development
- Current First Aid and CPR certification
- Minimum age 17 years old
- Ability to communicate in English, orally and written

Skills

- Ability to prioritize the needs of campers
- Time Management
- Conflict Resolution
- Open to learning, coaching and feedback
- Flexibility and Adaptability
- Ability to contribute to a positive and healthy community living environment
- Ability to promote and model self-care with peers and other staff

Training Provided

- Supporting campers with social-emotional, behavioral and physical needs
- Needs-based behavior management
- Restorative justice-centered group management
- Relationship building through open communication
- Self-care in the camp environment

Physical Requirements

- Ability to lift and carry 20-25 pounds for 200 yards over hiking trails
- Ability to perform job responsibilities during daylight and nighttime hours
- Repetitive motions of hands/wrists
- Eye-hand coordination and manual dexterity to manipulate equipment
- Walking long distances
- Standing
- Climbing stairs
- Hiking on uneven terrain and up/down hills
- Visual and auditory ability to identify and respond to environmental and other hazards

Date Updated: December 2024