



Job Description

Position Title: Camp Porter
Reports To: Camp and Outdoor Programs Director
Status: Exempt
Salary Grade: On File
Minimum Age: 16

PURPOSE: We are seeking a dedicated and enthusiastic Camp Porter to join our team for an overnight summer camp experience. As a Camp Porter, you will play a crucial role in ensuring the smooth functioning of the camp by assisting in the kitchen and supporting the program team to create a memorable and enjoyable camp experience for campers. This is a seasonal position for the duration of the overnight summer camp. The Camp Porter will be expected to reside on-site during camp sessions. The position offers an opportunity to be part of a dynamic team, contribute to creating a memorable experience for campers, and develop valuable skills in a camp setting.

ESSENTIAL FUNCTIONS:

- Assist in meal preparation, including but not limited to chopping vegetables, preparing ingredients, and helping with cooking as directed by kitchen staff.
- Aid in maintaining cleanliness and organization of the kitchen area, including washing dishes, sanitizing surfaces, and storing food appropriately.
- Support kitchen staff in adhering to food safety standards and guidelines during meal preparation.
- Collaborate with the program team to set up and organize equipment, supplies, and materials needed for camp activities and events.
- Assist in the facilitation of various camp activities, ensuring the safe and enjoyable participation of campers.
- Support counselors and program leaders in implementing planned activities and maintaining a positive camp environment.
- Help with general camp maintenance tasks, such as cleaning common areas, restrooms, and cabins to ensure a clean and safe camp environment.
- Assist in logistical tasks, including receiving and distributing supplies, managing inventory, and organizing storage spaces.
- Adhere to camp policies and procedures, including safety protocols, emergency procedures, and regulations related to health and sanitation.
- Report any safety concerns, incidents, or issues promptly to the camp leadership team.

DESIRED QUALIFICATIONS:

- Previous experience in a camp setting, hospitality, kitchen, or related field preferred.
- Ability to work collaboratively within a team and follow instructions effectively.

- Strong organizational skills with attention to detail.
- Ability to maintain a positive and energetic attitude in a fast-paced environment.
- Current First Aid and CPR certification is a plus.

REQUIREMENTS:

- Ability to live with staff and campers for the duration of the summer camp season.
- Physical ability to administer first aid and Cardiopulmonary Resuscitation (CPR).
- Physical ability to travel over uneven surfaces in extreme summer temperatures for 15 hours a day.
- Physical ability to carry and move objects weighing up to 50 pounds over uneven surfaces.
- Physical ability to reach, stoop, climb, kneel, and move freely in locations as outdoor camping sites and storage areas.
- Ability to meet Council employment requirements, including acceptable outcomes to background check and reference checks.
- (If utilizing personal vehicle for camp business) Provide personal auto insurance verification.
- (If needed to drive Council vehicle) Acceptance by Council auto insurance.

Issued: _____
Date

Received: _____
Employee Signature

NOTE: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.