

Camp Leader

Camp Leaders are the primary caregivers for each Camper/Buddy match-up. The Camp Leader is responsible for the overall support, planning, teaching, coordinating and carry out activities and for guiding Campers and Buddies in their personal growth and daily living skills. Camp Leaders provide the basic operational structure working under the direction of the Support Staff. This is a stipend position; works at least 4 of the 7 Camp sessions. A residential Camp week is Sunday at 4pm until Saturday at 4pm. A Day Camp week is Sunday at 4pm until Friday at 7pm.

Health Center Coordinator

Oversees training of the medical staff, ACA policy and procedure compliance of health center. Supervises medical staff including review of all records and acting in the capacity of a RN as needed.

Kitchen Coordinator

Oversees all aspects of the kitchen including set up, supervises weekly Kitchen Directors, handles food and supply purchasing, meal donation, kitchen volunteers, and kitchen safety.

Kitchen Director

The weekly Kitchen Director directs the overall food-service operation of the Camp including working with meal donors, preparation, nutrition service, sanitation, volunteer management, customer service, and record keeping of food donations. Manage the daily operations of the Camp food and dining service including coordinating with other Camp Staff. Oversee the planning and preparation of specialized dietary Camper meals and snacks. Will work under the direction of the Kitchen Coordinator and the Camp Director. This is a stipend position; works one week of Camp. A residential Camp week is Sunday at 4pm until Saturday at 3pm. A Day Camp week is Sunday at 4pm until Friday at 7pm.

Medical Assistant

The Medical Assistant is responsible for assisting in providing health and safety services to Campers and Staff. Assist in record keeping, medication administration and stocking items in the health care areas as needed. This is a stipend position; works one week of Camp. A residential Camp week is Sunday at 4pm until Saturday at 4pm. A Day Camp week is Sunday at 4pm until Friday at 7pm. Works under the supervision of the Health Care Coordinator.

Nurse

The Camp Nurse is responsible for overseeing the health and safety of Campers, Buddies and Staff. Onsite for all activities to administer medical care when needed. The Camp Nurse works with the Support Staff, Camp Leaders and additional medical team members (Medical Assistants). Medical Staff work under the direction of the Healthcare Coordinator and Camp Director. A residential Camp week is Sunday at 4pm until Saturday at 4pm. A Day Camp week is Sunday at 4pm until Friday at 7pm.

Support Staff- Aquatic Coordinator

Provides additional Staff support at Camp through the planning and delivery of the Camp's water activities that are safe, fun and appropriate. Provide management to the physical operation of the facilities and equipment. Oversees ACA standards of aquatic operations. Plan, direct, and supervise lifeguards. Evaluate aquatic abilities of Camper and Staff. Maintain the State of Florida pool guidelines. Provide supervision and support to the Camp Leaders. Will work under the direction of the Camp Director and Camp Manager. This is a Diocesan Staff position with hourly pay starting mid-May to early August. Hours, days and schedule will vary.

Support Staff- Evening Coordinator

The Evening and Special Events coordinator provides direction, program management, attendance, and coordination with vendors and volunteers. Ensure activities are safe, fun and appropriate. Assist in the management of evening duties, strong support in behavioral concerns. Maintains ACA ratio guidelines, conducts role call and maintains ratio standards. Provides supervision and support to be Camp Leaders. Will work under the direction of the Camp Director and Camp Manager. This is an hourly paid Diocesan position with hourly pay starting mid-May to early August. Hours, days and schedule will vary.

Support Staff- Night Coordinator

The Overnight Janitorial Coordinator provides additional Staff support at Camp through the evening by delivery of janitorial services. Maintains Camp main areas in clean and orderly condition. Perform heavy cleaning duties such as cleaning floors, cleaning restrooms, doing laundry, organizing supplies. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances, walking grounds, performing routine safety checks and notifying Camp Director when needed. Manages the ACA standards from cleaning protocols and keeps inventory on supplies. Set up and prepares items for the next day to support Staff. Provides supervision and support to the Camp Leaders. Will work under the direction of the Camp Director and Camp Manager. This is an hourly paid Diocesan position with hourly pay starting mid-May to early August. Hours, days and schedule will vary.

Support Staff-Activities Coordinator

The Activities and Volunteer Coordinator provides direction, program management of daily activities, coordinates volunteers, manages volunteer attendance, processes volunteer service forms, and coordinates daytime vendors. Ensure activities are safe, fun and appropriate. Assist in the delegation of duties for volunteers, manages on-site attendance and safe of team. Maintains ACA ratio guidelines, conducts role call and maintains ratio standards. Provides supervision and support the Camp Leaders. Will work under the direction of the Camp Director and Camp Manager. This is an hourly paid Diocesan position with hourly pay starting mid-May to early August. Hours, days and schedule will vary.

Support Staff Coordinator

The Support Staff Coordinator provides direction other support staff, sets the schedule, monitors check list and duty carts, provides outreach to parents, and those on the waitlist, conducts safety and routine inspections of the grounds and program to ensure all ACA standards are being met. They work closely with the Camp Coordinator and the Camp Director. This is an hourly paid Diocesan position with hourly pay starting mid-May to early August. Hours, days and schedule will vary.