Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Fill-In Staff
Reports to: Camp Director

Summary:

If you've ever wanted to come to the rescue at a place that you love for people you care about and feel a little like a hero, this is the position for you. After many weeks of giving it their all, the staff will typically have lost a little of their energy and could really use some help as a few of their members head off to their fall pursuits early. Bring all the energy you can muster and be aware that you are entering into a tight-knit group. If you have experience on staff (preferable), or are just excited to help out (with comparable skills), they will welcome you with open arms as you ride across Cass Lake, one knee on the bow of your boat and the wind in your hair. Or maybe not, they'll probably be working, or napping.

Purpose:

The purpose of a fill-in staff person at Camp UniStar is to provide the support necessary to finish the season of camp as the full-season staff members complete their contracts and leave the island. If the fill-in has never been on staff at camp before, they must learn the role of a generalist and the basic shifts of the schedule quickly. If the fill-in has worked at camp before, the position may entail a higher level of responsibility in specific areas of camp based on experience.

Responsibilities and Duties:

A fill-in may be responsible for a wide range of duties based on experience including regularly scheduled tasks in the kitchen, on the waterfront, with the youth and children's programs, and other miscellaneous tasks that arise. Additionally, a fill-in may be assigned more specific duties entailing high responsibility in areas such as accommodations, facilities maintenance, volunteer coordination, or camp naturalist if a need arises. This job involves"basic responsibilities" as reflected in the staff compensation scales. Below is a more detailed list of some of the fill-in's many responsibilities. Additional duties and responsibilities not outlined below may be required as deemed necessary by the Camp Director.

Kitchen

- A fill-in will spend a significant amount of time working in the kitchen including doing dishes, prep/unprep, baking desserts, and serving meals.

Children's Program & Youth Program

- A fill-in is expected to assist the CP & YP directors at times when extra help is needed.

Lifeguarding

- If a fill-in is lifeguard certified, they will be able to fill afternoon lifeguarding shifts.

Other Key Shifts

- Fill-ins are responsible for helping in other areas of camp, including close/cleaning the lodge and food service, preparing for town run, food pickup, and other scheduled shifts throughout the week.
- Fill-ins will also be expected to fill non-assigned duties as they arise. Examples include going on boat runs (if trained), helping with boats on the waterfront, or completing office tasks.
- A fill-in may also be expected to undertake positions of higher responsibility as time off and vacancies of other staff demand.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others and leading volunteers
- Have lived independently for at least 8 months, or can show independent living skills
- Self starter/self motivated, responsible, hard-working, timely, and eager to do a little bit of everything
- Safety conscious
- Knowledgeable about the basic operations of camp
- Able to communicate effectively with staff, campers, and the director
- Flexible in regards to working hours and communal living
- Ability to observe staff behavior, inspire positive morale, and fit in with existing dynamic

Physical Requirements:

The physical requirements of the fill-in position are endurance, including prolonged standing, some bending, stooping, and stretching. The position requires eye-hand coordination and manual dexterity to manipulate program equipment and complete activities. The position requires a normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. An experienced generalist will operate with daily exposure to various weather conditions.

Compensation:

Commensurate with experience, includes room and board at camp, one day off weekly. All staff must provide their own health insurance.