



2024 Summer Seasonal Position Summaries

Building-on past talent and effort, our commitment to developing *a premier camp team* continues. Following ACA best practices and operations will ensure Camp Harmon offers an inclusive, healthy, safe and fun environment for campers and staff.

Teams	Title	Qualifications & Key Responsibilities
Leadership	Summer Camp Manager	3+ years supervisor or management experience (2 years at a disability camp, preferably at Camp Harmon). Supports program and schedule planning, supports staff interviews and training, supports daily operations and reinforces health and safety policies.
	Head Program Coordinators	3+ yrs experience at disability camp (preferably at Camp Harmon), serve as the lead female and male counselors, support the Junior and Senior Counselors, lead two program areas. (1-Cabin Support 1-Sports & Games 1-Music & Drama 1-Arts & Crafts 1- Historian 1-Aquatics)
	Program Coordinators	3 years disability camp, SpEd or comparable experience. Oversee and plan programs and activities, support Senior and Junior Counselors with camper behaviors, lifts/transfers, personal care, or other guidance. Separate lodging (not w/ Campers). Position is part of the summer camp leadership team. (1-Cabin Support 1-Sports & Games 1-Music & Drama 1-Arts & Crafts 1- Historian 1-Aquatics)
Counselor	Senior Counselors	2+ years disability camp, SpEd or comparable experience. Mentor and support Junior Counselors to reinforce Camp Harmon's best practices to ensure an inclusive, healthy, safe and fun environment for campers and staff.
	Junior Counselors	No experience required (1 year preferred). Follow Camp Harmon's best practices and operations to ensure inclusive, healthy, safe and fun environment for campers and staff.
Health	Lead Nurse	RN with 5+ years overnight camp/resident program/hospital and disability population experience. Oversee track, schedule and administer medications, treat and chart all illnesses and injuries, assess level of care required and escalate accordingly. Must be proficient with computers and willing to learn camp software. Mentor and support health team to reinforce Camp Harmon's best practices and operational procedures.
	Assistant Nurse	RN with 2+ years overnight camp/resident program/hospital and disability population experience. Support Lead Nurse to track, schedule and administer medications, treat and chart all illnesses and injuries, assess level of care required. Must be proficient with computers and willing to learn camp software. Follow Camp Harmon's best practices and operational procedures.
	LVN or Medical Assistant	LVN or Certified MA with 1+ years overnight camp/resident program/hospital, disability experience. Support RNs with supply inventory, records, and treat minor illnesses or injuries (under the direction of RN). Must be proficient with computers and willing to learn camp software. Follow Camp Harmon's best practices and procedures.

Support	Food Services Manager	2+ years supervisor experience in a comparable role (preferably in an overnight camp or resident program for individuals with disabilities). Food handler and allergens certificate required (ServSafe preferred). Oversee development and execution of quality menu for staff and campers. Responsible for managing budget, food/supply orders, inventory, supervision of support team (prep, cook and clean).
	Food Services Lead Cook	2+ years' experience as a cook in a commercial kitchen and has experience supervising other staff. Proactive and compliant with commercial kitchen safety and sanitary procedures. The Lead Cook follows recipes and menu plans to prepare nutritious meals for campers and staff during summer camp sessions.
	Food Services Assistant	1+ year experience working in a commercial kitchen preferred. Food handler and allergens certificate required (ServSafe preferred). Responsible for executing meal plans, including: prep, cook, and clean.
	Custodian Assistant	1+ year experience working in a similar setting preferred. Empty garbage bins, sweep and mop floors, assist with dishwashing, clean-up spills and messes, restock restroom supplies, minor repairs and painting, and follow inventory tracking procedures.
	Lifeguards	1+ year experience as a lifeguard preferred. ESCC-CH will pay for training and certification fees, if needed. Will ensure proper aquatics safety procedures are enforced at all times, will complete incident forms as needed. Will check pool chemicals daily, work with pool maintenance and health staff, and document activity in aquatics tracking binder.

Job descriptions will be distributed during staff training.

NOTE: Final job offers and pay rates will depend on experience and qualifications. Eligible candidates who commit to all sessions will be prioritized. Other candidates must commit to a minimum of three sessions, plus training(s).