

Thank you for your interest in Outdoor Pursuits. Please look over the available jobs and what they would entail for the week of Outdoor Pursuits. There are 2 types of positions – student class instructor or support personnel. **When you fill out the application please indicate what role and position you would ideally like.** Please be aware additional classes could be added in the event more students enroll.

## **Outdoor Pursuits Student Class Instructor Job Description**

**Job Title:** Student Class Instructor

**Activity Areas (Pick 1):**

Archery  
Disc Golf  
Camp Crafts  
Ropes Course  
Strength In Nature  
Yoga  
Outdoor Cooking  
Mountain Biking  
Canoeing  
Fishing

Regardless of which position you select the following is applicable to each role.

### **Job skills:**

1. Demonstrated proficiency in skills related to the applied position
2. Demonstrated competencies as outlined in course syllabus
3. Demonstrate effective communication skills, good judgment, and strong leadership skills

### **Job Requirements:**

1. Meet with assigned faculty instructor at least one-month prior to camp.
2. Assist in the planning.
3. Make sure you identify your role with your assigned faculty member.
4. Assist with the opening and closing procedures of camp as assigned.
5. Prepare assigned activity area with appropriate equipment.
6. Inventory equipment for following year.
7. Serve as support if co-curricular time is allotted.
8. Student class instructors are required to assist Unit Leaders with the supervision and leadership of each unit.
9. Student class instructors are responsible to understand, interpret, personally observe and enforce the policies and rules at camp.
10. Student class instructors will serve as an example in Unit and All Camp practices to include Caper chart responsibilities, use of electronics and time away from the unit and/or camp.
11. Student class instructors should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.

**Job Title:** Student Support Personnel  
**Support Personnel Areas (Pick 1):**

Health and Safety Aide  
Food Shed  
Guest Services  
Office Assistant  
Special Events  
Kitchen Cook

Below is a breakdown of what the responsibilities are for each of these unique roles.

### **Health and Safety Aide Description**

**Job Title:** Health and Safety Aide

**Job skills:**

1. Ability to perform advanced first aid and CPR
2. Possess a basic level of counseling skills specific to patient care
3. Dependable, reliable, and confident
4. Demonstrate effective communication skills, good judgment, and strong leadership skills
5. Willingness to be on call on a rotation basis throughout the entirety of camp including overnight hours

**Job Requirements:**

1. Ensure that all COVID policies and procedures are being followed.
2. Maintain confidentiality of patient care and records.
3. Maintain First Aid office.
4. File patient care report/log.
5. On call during camp events.
6. Assist with the opening and closing procedures of camp as assigned.
7. Student staff are required to assist each unit as needed.
8. Student staff are responsible to understand, interpret, personally observe and enforce the policies and rules at camp, including the use of electronics.
9. Student staff must attend all required pre-camp meetings.
10. Student staff should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.

## **Outdoor Pursuits Food Shed Aide Job Description**

**Job Title:** Food Shed Aide – Works out in the Food Shed

**Job skills:**

1. Willingness to manage and organize large quantities of food
2. Ability to distribute food to large groups of campers and staff
3. Ability to measure & distribute appropriate amounts of food as assigned by Food Shed Manager
4. Demonstrate effective communication skills, good judgment, and strong leadership skills

**Job Requirements:**

1. Meet with Food Shed Manager at least one month prior to camp.
2. Help to unload and process deliveries from food distributors.
3. Accurately pack camp groups' food and maintain system for pick up.
4. Maintain food requests for assigned unit. (within reason)
5. Maintain cleanliness of supply shed.
6. Rotate store coverage responsibility in the absence of the Food Shed Manager.
7. Assist in the preparation of food for any evening program.
8. Assist with the opening and closing procedures of camp as assigned.
9. Student staff are required to assist each unit as needed.
10. Student staff are responsible to understand, interpret, personally observe and enforce the policies and rules at camp, including the use of electronics.
11. Student staff must attend all required pre-camp meetings.
12. Student staff should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.

## **Outdoor Pursuits Guest Services Job Description**

**Job Title:** Guest Services

**Job skills:**

1. Have valid driver's license
2. Ability to drive a manual transmission truck is helpful
3. Ability to lift 50 lbs
4. Ability to be on call 24 hours/day, 7 days/week
5. Memorization of the Homeland Security Advisory System
6. Demonstrate effective communication skills, good judgment, and strong leadership skills

**Job Requirements:**

1. Meet with Camp Director for specific job responsibilities one month prior to camp or as directed by Camp Director.
2. Maintain work schedule as assigned by the Camp Director.
3. Maintain trash disposal system and work with Unit leaders to ensure camper cooperation with trash removal.
4. Maintain sanitation of outdoor and indoor showers, and toilet facilities as assigned.
5. Maintain paper products in all facilities.
6. Maintain all daily camp repairs specific to the condition of the grounds, unit equipment. (lanterns, stoves, etc)
7. Maintain general cleanliness of the Pueblo & maintenance shed.
8. Maintain unit supplies as needed. (green boxes, lumber, tents, shovels, buckets, etc)
9. Keep in and around dumpster clean.
10. Garbage removal from picnic area and Pueblo.
11. Make emergency repairs in camp whenever possible.
12. Any other camp responsibilities as assigned by the Camp Director.
13. Student staff must attend all required pre-camp meetings.
14. Student staff should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.

## **Outdoor Pursuits Office Assistant Job Description**

**Job Title:** Office Assistant

**Job skills:**

1. Demonstrated ability to manage and organize office
2. Schedule flexibility with regards to academic & athletic responsibilities
3. Has telephone etiquette
4. Organized, dependable, attention to detail, and task oriented
5. Demonstrate effective communication skills, good judgment, and strong leadership skills

**Job Requirements:**

1. Office Assistant must be available throughout the semester to provide administrative assistance to the Camp Directors
2. Assistant with the camper meetings as needed.
3. Assist in camp execution.
4. Answer telephone and/or return calls in a timely manner.
5. Photocopy as necessary.
6. Attend to errands as necessary.
7. Van certified by Springfield College.
8. Bring students to main campus as necessary.
9. Maintain organization of office.
10. Maintain clear communication with units, security and maintenance.
11. Assist in activity areas as needed.
12. Assist with the opening and closing procedures of camp as assigned.
13. Student staff are required to assist each unit as needed.
14. Student staff are responsible to understand, interpret, personally observe and enforce the policies and rules at camp, including the use of electronics.
15. Student staff must attend all required pre-camp meetings.
16. Student staff should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.

## **Outdoor Pursuits Special Events Job Description**

**Job Title:** Special Events

**Job skills:**

1. Willingness to motivate and instruct large groups
2. Public Speaking
3. Organized, dependable and the ability to promote evening activities prior to camp
4. Experience with special events preferred
5. Demonstrate effective communication skills, good judgment, and strong leadership skills

**Job Requirements:**

1. Work with assigned faculty instructor throughout pre-season.
2. Distribute information to campers at pre-camp meetings.
3. Prepare logistical connections. (i.e. Supplies, candles, scripts etc)
4. Assist in the planning, promotion and execution of Unit and All Camp events.
5. Assist in the preparation of food for any evening program.
6. Assist with the set up and clean up of all events.
7. Assist with the opening and closing procedures of camp as assigned.
8. Student staff are required to assist each unit as needed.
9. Student staff are responsible to understand, interpret, personally observe and enforce the policies and rules at camp, including the use of electronics.
10. Student staff must attend all required pre-camp meetings.
11. Student staff should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.

**Job Title:** Kitchen Cook for Staff – Works inside the Pueblo kitchen

**Job skills:**

1. Ability to prepare food for large groups
2. Ability to serve and clean up dining area from large groups
3. Maintain order of kitchen and dining area as well as organize large quantities of food
4. Demonstrate effective communication skills, good judgment, and strong leadership skills

**Job Requirements:**

1. Prepare breakfast for Guest Service staff, permanent administrative team and day faculty as necessary.
2. Maintain beverages (coffee, bug juice, water) daily.
3. Prepare noon meal for entire camp staff. Staff will eat on rotation beginning at 11:30.
4. Prepare dinner for administrative team, guest service staff, and guests.
5. Plan and serve meals with food provided.
6. Maintain sanitary conditions for kitchen and dining area.
7. Wash and sterilize all cooking and serving utensils.
8. Serve meals cafeteria style.
9. Maintain kitchen inventory.
10. Assist in the preparation of food for any evening program.
11. Assist with the opening and closing procedures of camp as assigned.
12. Return to unit when not attending to kitchen responsibilities.
13. Student staff are required to assist each unit as needed.
14. Student staff are responsible to understand, interpret, personally observe and enforce the policies and rules at camp, including the use of electronics.
15. Student staff must attend all required pre-camp meetings.
16. Student staff should exemplify the Humanics philosophy of Springfield College and all relations with staff and campers, as well as serve as a role model for campers.