

Girls Quest Camp Oh-Neh-Tah

LAUNDRY/HOUSEKEEPING STAFFER

Job Description

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a one (1) week session for 50 campers with 30 staff in 2019. Staff commitment is 12-16 days. For more information about Girls Quest and our program, please visit our website at www.girlsquest.org.

JOB SUMMARY

The Laundry/Housekeeping Staffer performs a variety of activities that maintain camp sanitation and laundry services for the camp population. This position ensures that the toilet and shower facilities are kept clean and supplied, and laundry from the kitchen, Clinic and cabins is washed in a timely manner. This individual assists the Kitchen staff with the noon meal and supports the Camp Director with the camp program as needed.

The Laundry/Housekeeping Staffer is considered as “Support Staff” and is a part of the daily life at camp. This individual provides necessary services that are the foundation of camp. Support staff is encouraged to participate in special camp days and campfires. There may be times when support staff may be asked to fill in for General Counselors during the early evening, for example, helping at bedtime and during General Counselor meetings.

RESPONSIBILITIES

- Clean all washrooms, showers, toilets, and porta-potties twice daily, and make sure the areas are well stocked with supplies like toilet paper, paper towels and hand soap
- Create and execute a laundry schedule which includes bedding (linens and blankets), towels, kitchen linens, Clinic laundry, and staff and camper essential clothing. These items should be laundered (sorted, washed, folded) once a week on a rotating basis.
- Keep Laundry Room clean and neat and inform Camp Director or Property Manager of any equipment issues
- Participate in Dining Hall noon meal clean up—help with dishes and sanitation, sweep Dining Hall and help take garbage down to dumpster or compost
- Take trash to dumpster from assigned areas of camp each evening and replace trash liners
- Monitor cleaning/laundry supplies and inform Camp Director when inventory is low
- Organize Lost and Found
- Assist in various aspects of camp program as requested by the Camp Director, as duties permit
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

QUALIFICATIONS FOR ALL STAFF

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers’ arrival

QUALIFICATIONS/REQUIREMENTS

- Must be at least 18 years of age
- Must be able to abide by all safety procedures and guidelines set forth by the New York State Board of Health, Girls Quest, and the American Camp Association

SUMMER 2019 SCHEDULE

Friday, August 9—Arrive at camp by 12:00 Noon to begin training and duties

Sunday, August 11—Full Staff Training Begins at 12:00 Noon

Thursday, August 15—Campers Arrive

Thursday, August 22—Campers Depart. Camp Closing Begins

Friday, August 23—Staff Depart in the Morning

NOTE: Housing may be as a third staff member in a cabin that has 10 campers and 2 (two) General Counselors. This arrangement enables participation with a cabin group at meals and in daily camp life, as duties permit. Sleeping cabins are rustic, but have electricity and are adjacent to sanitation facilities. Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

TO APPLY

Complete [Camp Staff Application 2019](#) and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email:

campdirector@girlsquest.org **NOTE:** Background checks will be conducted.