

# Girls Quest Camp Oh-Neh-Tah

## PROGRAM SPECIALIST

### 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 multi-day session for 50 campers with 30 staff. For more information about Girls Quest and our program, please visit our website at [www.girlsquest.org](http://www.girlsquest.org).

#### **JOB SUMMARY**

Program Specialists provide safe and positive activities for campers in the following areas: performing arts, outdoor living skills, sports/fitness, arts and crafts, visual arts, nature and literacy. They are usually scheduled for three (3) periods daily in their area, and they instruct activities for a group of 10 campers based on age, development characteristics, weather, and supplies/equipment available. Each Program Specialist will be responsible for their program area of camp and the required supplies/equipment associated with their program. They should keep their area clean, and ensure equipment is kept in good condition and supplies are available. In some instances, certifications are required to lead the program for which they are instructing. They may be housed with the camper population, or in other housing, but are still a part of daily camp life. Program Specialists will eat with cabin groups, participate in all-camp events, and assist Cabin Counselors in daily care for campers as needed.

#### **RESPONSIBILITIES**

- Plan and implement program in assigned specialty area that engage the campers, and helps teach valuable skills
- Plan activities that are safe and age appropriate for 8-14 year olds
- Follow all rules and guidelines set for by Girls Quest, American Camp Association, the New York State Department of Health
- Prepare lesson plans and other evaluations or reports as requested and maintain activity logs
- Keep activity area clean and safe
- Keep an inventory of supplies and inform Program Director of the need for additional supplies or other needs
- Communicate to the Program Director any issues faced with campers or staff in their activity area
- Supervise and or assist with daily cabin activities, rest periods, meals, community service, overnights, cookouts, etc.
- Serve, as needed, as a co-counselor in a cabin group of 10 campers along with a Cabin Counselor
- Help supervise the health and safety regulations for members of the cabin group
- Pack and inventory supplies at the end of the season
- 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 and a high school graduate
- Prefer one year of college or other related experience
- Must demonstrate proficiency and background, (certifications as needed), in specific program area
- Must be able to develop and implement activities with provided materials in a safe and age appropriate manner
- Must be able to follow guidelines for program and safety set forth by Girls Quest, American Camp Association, and the New York State Department of Health
- Must be able to complete required paperwork, such as activity logs, evaluations and inventories

**NOTE:** 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](#) 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](mailto:campdirector@girlsquest.org) **NOTE:** Background checks will be conducted.