



Mountain Camp Woodside Operations Specialist Job Description

The operations specialist will be part of the office staff. The job will be mostly behind the scenes work, setting up and organizing camp for the enjoyment of the campers. This Specialist will also assist directors and counselors by making sure the staff have supplies they need and assist them in making sure that campers' needs are taken care of.

While this job is demanding and sometimes underappreciated, it is essential to the success of the camp. It is an opportunity to learn about what goes into making a business run and gain valuable experience in an office setting.

Daily Responsibilities including, but not limited to

- Organizing / Taking kids to horseback riding
- Organizing early camper pickup
- Filling up water jugs
- Store runs
- Taking supplies to activities
- Taking kids to and from office
- Supervising Lunch, especially for younger campers
- Setting up All-Camp activity
- Free Choice/ Activity board setup
- Organizing paperwork such as activity signups, placards, and camper certificates
- Parent Night setup
- Other requests from the directors
- Picking up and dropping off campers at the airport (SFO)

Shared Values and Expectations

- Commit to building a safe, child-focused, fun community
- Demonstrate professionalism and accountability
- Take initiative to analyze and solve problems
- Treat others with courtesy and respect
- Respond to camper, family member and colleague needs
- Maintain a high standard of ethics, integrity and confidentiality



Requirements

- Commitment to programming for children
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally
- Ability to handle multiple tasks efficiently and accurately
- Strong organization skills and attention to detail
- Ability to communicate clearly, maturely and compassionately with families
- Ability to maintain an excellent work ethic, a high level of energy and exceptional enthusiasm all day, every day, for up to 9 weeks
- Current CPR and First Aid certification
- Able to drive within the state of California

Experience & Education

- High School Graduate
- Over 21 years old
- Demonstrated leadership experience
- Experience working with kids or in a camp setting a plus



Essential Duties & Responsibilities

- Provide administrative and management support to the Camp Directors daily
- Provide leadership, energy and camp spirit for campers and staff
- Provide support for activities as needed
- Contribute to and participate in camp activities, and snack & lunch supervision and programming

Work Hours and Dates

This is a **full time** and the Specialist will live and work at the camp for the duration of the summer. Lodging and meals will be provided. Please refer to our "Staff Information" webpage on our website at: <http://www.mountaincampwoodside.com/staff-information.php>

The camp environment is demanding, requiring intense dedication and work ethic from each staff member.

Supervision Given/Received

General supervision, ongoing observation and evaluation provided by Camp Directors

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions.

- Some lifting and carrying up to 60 lbs.
- Typing, writing, reading
- Seeing, hearing and speaking, both nearby and at a distance
- Use hands and fingers to help with classroom supplies and operate equipment
- Frequent sitting
- Standing, walking, kneeling