

Counter Staff

Job Description

Counter staff works in the snackbar in the lounge for a 5.5.hr shift on weekdays along with Saturday Mornings and Sunday Afternoons. Counter Staff will be responsible for the sales, restocking, inventory and cleaning of the Lounge area..

- Time Commitment: 6.5 weeks
- Age Requirement: 18+
- Weekend Duties: Saturday Mornings and Sunday Afternoons.
- Rate: \$100/week
- Additional Benefit: Full use of facilities during off time.

Duties - Chronologically

Sunday Check in 11am-6pm

Check in for campers is Sunday at 3pm. We must be ready before hand. All staff meets at brunch at 11am. At brunch there is a team meeting where check in duties are assigned.

All Counter Staff will be behind the counter and ready assist parents and campers with the purchase of pads, parts and accessories for the week and t-shirts.

Sunday Code of Conduct: Staff are to remain at their stations at all time, and present themselves in a professional manner. No headphones, private radios, cell phones, lazy appearances or interaction with other staff members unless asked by management. Check in is important because it is many parents first impression of us and we don't want to appear to not care about their children. Taking care of our families is the most important thing to us, not gossip or the latest video edit.

- All staff who drives their own car to camp will be required to turn in vehicle keys and are required to be onsite at all times unless it is an "off day or weekend"

Sunday Night 6pm - 10pm

Everybody meets in the cafeteria for dinner.

Be sure to spread staff out as evenly as possible, there should be a staff member at each table and no more than 3 staff members at a table. Please make an effort to switch tables and staff members at each meal.

Before dinner, there is camper orientation in which all rules are covered and the team (all staff) is introduced to the campers. When your name is called be sure to be animated and introduce yourself.

After dinner all staff and campers goes to the pool (unless it is storming, then alternate activities will be planned) Enjoy Sunday's at the pool, encourage kids to have a good time.

As the kids are winding down at the pool counselors will prepare them for the Sunday evening dodgeball game. Counselors will count the kids off into teams and run the games.

7:45pm	Last call for snacks is made
8:00pm	Lounge closes period. Lounge Staff begin the closing checklist of cleaning and restocking.
8:30pm	Shift over
9:00pm	All remaining staff must exit the Lounge and Office areas as these are locked at 9:00pm every night. Remaining Staff my ride/hangout at the indoor park until 10:00pm only.
10:00p m	The indoor park will be shut down and locked by a designated staff member. All staff must quietly return to dorms. Upon reaching dorms the campers will already be lights out. Please remain quiet and respectful. No in/out of the dorms. You may stay outside at the pavilion until 10:45pm at which point all staff must report to their sleeping areas.
11:00p m	COMPLETE CAMP SILENCE. Everybody in bunks. No hanging out in the bathrooms, no hanging out outside. This is for the health, wellbeing and safety of everybody and ensures all staff has the ability to get at least 8 hrs of sleep and be well rested all week.

Weekday Schedule

8:00am	All staff reports to the Cafeteria at 8:00am. Please plan your morning accordingly.
8:30am	1st Shift Starts. Check Point of Sale System, Internet and make coffee for staff.
9:00am	Campers arrive. We will allow snack purchases until 9:30. After 9:30 Sales are only for equipment needs.
10:15am	Camper break time be ready for a rush on the counter.
10:55am	Last snack sale
11:00am	Begin cleaning Lounge.
12:00pm	Lunch
12:50pm	Return to sports side
1:00pm	Begin check list of restocking and cleaning the lounge for the afternoon shift.
2:00pm	Lounge is closed to campers. (Open to off duty staff)
3:00pm	2nd shift Starts. Assess afternoon needs.
4:00pm	Camper Afternoon break, be ready for a rush on the counter.
4:30pm	Last snack sale for break. Send all the campers back to their area.
5:30pm	Dinner
6:15pm	Return to sports side
6:30pm	This is open sessions for campers, so they will be able to hang out in the lounge if they choose until evening activities begin. Be ready for this, do not be afraid to be loud, enforce rules and make campers clean up after themselves.
7:45pm	Last call for snacks
8:00pm	Last snack is sold. Begin the closing checklist of cleaning and restocking.
8:30pm	Off Duty
8:45pm	All staff riding must stop to allow campers to get organized and in the lounge. Riding may not commence again until all campers have gone to the dorms.
9:00pm	All remaining staff must exit the Lounge and Office areas as these are locked at 9:00pm every night. Remaining Staff my ride/hangout at the indoor park until 10:00pm only.
10:00pm	The indoor park will be shut down and locked by a designated staff member. All staff must quietly return to dorms. Upon reaching dorms the campers will already be lights out. Please remain quiet and respectful. No in/out of the dorms. You may stay outside at the pavilion until 10:45pm at which point all staff must report to their sleeping areas.
11:00pm	COMPLETE CAMP SILENCE. Everybody in bunks. No hanging out in the bathrooms, no hanging out outside. This is for the health, wellbeing and safety of everybody and ensures all staff has the ability to get at least 8 hrs of sleep and be well rested all week.

Friday - Modified Schedule

Fridays are important because they are the last big impression a camper will have. We must make it great!

Campers and instructors will be preparing for parent's night and counselors should be as well. Parents will arrive while campers and staff are at dinner. There will be designated staff staying on the sports side of camp to greet parents.

5:30	Second shift Counter Staff remains at sports side to help tidy up for parents arrival. Meals will be brought down from the cafeteria
6:00pm	Parents will begin arriving at or before 6:00pm, they are always early. Be ready for this and ready to make sales of T-shirts to parents.
7:30pm	Camper Awards Ceremony
8:00pm	Campers and parents will be checking out and purchasing T-shirts. Also campers will begin to be corralled in the Lounge.
8:15pm	Last Call for snacks.
8:30pm	Last snack sold. Begin closing checklist.
9:00pm	Staying Campers will be roll called in the lounge before heading over to the dorm side for camp fire stories.
9:00pm	All remaining staff must exit the Lounge and Office areas as these are locked at 9:00pm every night. Remaining Staff may ride/hangout at the indoor park until 10:00pm only.
10:00pm	The indoor park will be shut down and locked by a designated staff member. All staff must quietly return to dorms. Upon reaching dorms the campers will already be lights out. Please remain quiet and respectful. No in/out of the dorms. You may stay outside at the pavilion until 10:45pm at which point all staff must report to their sleeping areas.
11:00pm	COMPLETE CAMP SILENCE. Everybody in bunks. No hanging out in the bathrooms, no hanging out outside. This is for the health, wellbeing and safety of everybody and ensures all staff has the ability to get at least 8 hrs of sleep and be well rested all week.

Saturday Morning Schedule

*Please note - There is no use of the skateparks, trails or tracks on the weekends.

8:00am	Head to Breakfast.
8:30am	Report to Camp side to begin Saturday Chores. Order Chores are to be completed in: <ol style="list-style-type: none">1. Sweep and mop park2. Clean bathrooms3. Sweep and mop lounge4. Sweep and mop office/hallway5. Take all garbage out6. Clean out all lockers and put left behind soft good items in lost and found bags.7. Put left behind hardgood items on lost and found table in main entrance hall.
12:00pm	All remaining staff and campers meet in the cafeteria for lunch. The Counselor in charge will conduct a meeting that will organize the rest of the weekend.
5:30	Dinner (location depends on organized activities)
6:30	Evening Activity. (Varies based on campers/staff availability)
8:00pm	Movie Night
10:00pm	Lights out