

## Job Descriptions Overview

### Legal Reference:

R 400.11109(8) "A camp shall have a written job description for each staff classification covered by these rules. The job description shall contain all the following information:

- (a) Duties
- (b) Qualifications
- (c) Education and Training requirements
- (d) Lines of authority

A camp shall provide each staff member with a copy of the job description for the position the staff member fills."

### Technical Assistance:

A job description clearly communicates the duties and requirements of a staff position. They provide clarity to the prospective or hired staff member about the position the staff member fills. A written job description needs to include the items listed within the administrative rule [R 400.11109(8)]. The format for the written job description should be easily read and understood by the intended recipient. The information should minimally include the headers outlined within the administrative rules and articulate the detailed content using complete sentences to convey clarity of the duties, qualifications, education and training requirements, and lines of authority.

In addition to the written job description, the administrative rules require specific minimum staff qualifications and duties for staff classifications that must also be included in their written job descriptions. *The information below should be inserted into the corresponding job description.*

1. **Camp Director** - R.400.11109(1), (2)
  - a. Camp director is on-duty or in residence at the campsite and who is responsible for the day-to-day administration of the camp and for assuring the care, safety, and protection of campers.
  - b. The camp director shall meet all the following requirements:
    - i. Be not less than 21 years of age.
    - ii. Have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves.
    - iii. Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.
2. **Staff** - R 400.11101(o), R.400.11111(1)
  - a. Staff member "means either a paid employee or a volunteer who has the responsibility for the direct care or supervision of camper or who has unsupervised contact with campers."
  - b. Camps have many different titles/classifications of staff members. They are commonly identified by the following titles: counselor, minor staff

(junior counselor), health officer, nurse, director, program director, maintenance, camp ranger, cook, waterfront director, trip leader, etc.

- c. Adult Staff have additional duties that are identified in following:
    - i. Behavior management plan [R400.11113]
    - ii. Child protection plan [R 400.11115]
    - iii. Health services policy [R 400.11119]
    - iv. Nutrition and food service plan [R 400.11131]
    - v. Program and emergency transportation policies [R 400.11143]
    - vi. Response for potential emergencies and disasters [R 400.11149]
    - vii. High Adventure Activities [R 400.11401]
    - viii. Aquatics [R 400.11411]).
  - d. Minor staff may have duties as aquatic observers identified in the rules under R 400.11407 and R 400.11411(5).
  - e. Minor staff must not be responsible for direct care and supervision of campers.
3. **Camp Health Officer** - R 400.11121, R 400.11122, R 400.11145
- a. A camp health officer must have the following qualifications:
    - i. Certification in First Aid/ CPR for the professional rescuer or equivalent

**AND**

  - ii. One of the following Licenses or Certifications:
    1. A licensed physician
    2. A licensed physician's assistant
    3. A licensed nurse practitioner
    4. A registered nurse
    5. A licensed practical nurse
    6. A licensed emergency medical technician
    7. A licensed medical first responder
    8. An adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175, which is adopted by reference in R 400.11103.
    9. If less than 20% of the camper population are campers with a disability, the health officer may be an adult who has satisfactorily completed training and certification that is equivalent to the requirements in American Red Cross manual number 656137 (Responding to Emergencies) which is adopted by reference in R 400.11103.
    10. A person who is licensed in another state or Canadian province as a physician, physician's assistant, nurse, or emergency medical technician is deemed to meet the requirements of licenses in Michigan.
4. **Aquatic Supervisor** - R 400.11405

- a. A camp must have a certified aquatic supervisor who is an adult on duty. The aquatic supervisor is responsible for the enforcement of safety rules and procedures governing all aquatic activity. This adult must be present during all aquatic activity.
- b. The Aquatic Supervisor shall be certified as specified in the high adventure statement for each aquatic activity. Equivalent to the lifeguard and CPR requirements in the American Red Cross manuals, numbers 655730 and 652161 respectively, which are adopted by reference in R 400.11103 for any of the following:
  - i. Lifeguard Training
  - ii. Swim Instruction
  - iii. Instructor or Instructor trainer
- c. Equivalent certifications shall include, but not be limited to, Young Men's Christian Association lifeguard course, the National Waterpark Pool lifeguard training, Boy Scouts of America lifeguard training, or other nationally recognized lifeguard training program, as approved by the Department.
- d. For a watercraft activity, an adult who has satisfactorily completed training and certification that is equivalent to the requirements set forth in the American Red Cross manual number 654171 (Basic Water Rescue and Small Craft Safety), which is adopted by reference in R 400.11103.

**5. Aquatic Observers - R 400.11407**

- a. Aquatic Observers must be a person not less than 16 years of age who has received training from a certified aquatic supervisor that includes, at a minimum, all of the following:
  - i. How to assist lifeguards with observation and swimmer control.
  - ii. Being prepared with appropriate dress and supplies.
  - iii. How to check for hazards.
  - iv. Awareness of waterfront rules and enforcement strategies
  - v. Personal safety including self-rescue strategies.
  - vi. What to watch for, including, but not limited to, cramps, seizures, exhaustion, and horseplay.
  - vii. Related items to the waterfront.
  - viii. Aquatic Observers shall not engage in an activity that will distract them from their duties.

**6. Cook/Food Service – R 400.11131, R400.11309, R 400.11319**

- a. Important qualifications for Cook/Lead Food Service Staff can include:
  - i. Experience with food service for groups, obtaining food from approved sources, special diets, budgeting, food ordering, managing a clean and sanitary food service program.
  - ii. Training in ServSafe or other nationally accepted standard for safe food preparation and storage.

- b. Cook/Food Service Staff must follow the written policy for nutrition and food service program. The duties include following meal patterns, meal hours, type of food service, and handling special diets.
- c. Cook/Food Service staff must maintain each week's menu and keep on file until the end of the camp season.
- d. Cook/Food Service staff must manage garbage produced in the kitchen area by removing and storing in fly proof and watertight garbage cans with tight-fitting covers which are emptied not less than twice a week. Garbage cans shall not be filled to overflowing or allowed to become foul smelling or a breeding place for flies. A garbage can shall be provided with waterproof liner or thoroughly cleaned after each emptying.
- e. Food shall be obtained from approved sources. Only pasteurized milk or milk products shall be used. Canned goods shall only be used when commercially packed.
- f. Food shall be prepared and stored in a safe manner. Knowledge of safe food preparation and storage can be obtained through national approved programs.

### **Consultation:**

Written job descriptions are communicated during the hiring process as well as used in the staff supervision and evaluation processes. It is important to be thorough but realistic with the scope of the job responsibilities.

### Minor Staff

For information on the payment of wages, work permits, and hours worked contact the Wage and Hour Division at (517)322-1825.

[Labor and Economic Opportunity - Youth Employment Standards Act \(YESA\)](#)

### Kitchen Staff

For information on the ServSafe Training contact:

[ServSafe® - Food Handler and Manager Training - Home](#)

## **Samples:**

### **COUNSELOR**

**Reports To:** Camp Director

#### **Qualifications:**

- At least 18 years old.
- Ability to work with children to grow in character, experiences, and insights.
- Winning way with campers.
- Be enthusiastic & dependable.
- Ability to live and work in the out of doors comfortably.
- Experience working with children.
- Previous camp experience preferred.

#### **Education and Training:**

- Completion of high school prefer at least one year college experience.

#### **Duties:**

- Supervise a cabin of 8-10 campers.
- Monitor, evaluate, and care for camper health and well-being.
- Work with other staff in a collaborative manner.
- Agree and follow the staff code of conduct and all staff polices.
- Greet campers and families upon arrival and orientate them to camp.
- Establish with camper's cabin jobs, rules, and emergency procedures.
- Plan with camper's cabin activities.
- Participate in all camp functions.
- Teach classes in a specialty area.
- Attend pre-camp and ongoing staff meetings and training.
- Report any suspicion of child abuse to your camp director and discuss it with no one else.
- Help out where needed in any area of camp to contribute to the successful operation of camp.

## **Junior Counselor (minor staff)**

**Reports To:** Leadership Director/Assistant Director/Head Counselor

### **Qualifications:**

- At least 16 years old.
- Ability to work with children to grow in character, experiences, and insights.
- Be enthusiastic & dependable.
- Ability to live and work in the out of doors comfortably.
- Experience working with children.
- Work permit approved by school.
- Previous camp experience preferred.

### **Education and Training:**

- Completion of junior year of high school.

### **Duties:**

- Assist counselor in daily activities for a cabin of 8-10 campers.
- Work with other staff in a collaborative manner.
- Agree and follow the minor staff code of conduct and all staff polices.
- Greet campers and families upon arrival and orientate them to camp.
- Assist in the establishment of the camper's cabin jobs, rules, and emergency procedures.
- Participate in all camp functions.
- Assist in teaching classes in a specialty area.
- Attend pre-camp and ongoing staff meetings and training.
- Report any concerns about camper well-being and health to your direct supervisor.
- Help out where needed in any area of camp to contribute to the successful operation of camp.
- At no time will a minor staff be responsible for the direct care and supervision of campers.

## **ASSISTANT DIRECTOR**

**Reports To:** Camp Director

**Qualifications:**

- At least 21 years old.
- Understanding of the aims and objectives of camping.
- Experienced leader working with diverse groups of people.
- Knowledge of camp program and planning.
- Comfortable with public speaking and leading large groups.

**Education and Training:**

- At least three years camp experience, with a minimum of 4 weeks of administrative experience.
- At least 8 weeks of experience working with the population served by the camp.
- At least two years college experience.

**Duties:**

- Serve as the substitute camp director if the director is off-duty or out of camp.
- Monitor, evaluate, and care for camper health and well-being.
- Work with other staff in a collaborative manner.
- Agree and follow the staff code of conduct and all staff policies.
- Coordinate and supervise counseling staff.
- Develop camp program, staff schedules, camper roster, and staff time off.
- Plan and facilitate pre-camp and in-service staff training.
- Assist in hiring, supervision, and evaluation of staff.

## HEALTH OFFICER

**Reports To:** Camp Director

**Qualifications:**

- At least 19 years old.
- Ability to provide medical care in a confidential manner for the population served.
- Organized and detailed focused.
- Effective communication skills with campers, staff, and parents.
- Respond promptly and navigate an outdoor environment.

**Education and Training:**

- Hold a valid license or certification in one of the following:
  - Physician or Physician Assistant
  - Nurse Practitioner, Registered Nurse, or Licensed Practical Nurse
  - Emergency Medical Technician
  - Medical First Responder
  - Wilderness First Responder
  - Current first aid certification in Responding to Emergencies or equivalent.
- Current certification in CPR for the Professional Rescuer or equivalent.

**Duties:**

- Monitor, evaluate, and care for camper health and well-being.
- Work with other staff in a collaborative manner.
- Agree and follow the staff code of conduct and all staff polices.
- Review camper health forms and screen campers on arrival and departure and inform staff as needed.
- Knowledge of and follow camp health service policy and consult with the camp physician when needed.
- Maintain health center inventory, keep first aid kits fully stock. Provide first aid kits for field trips and have counselors report any treatment to you for inclusion in log.
- Secure, document and dispense medications for campers and staff.
- Treat and document injuries, camper illness, or other medical problems, and keep the camp director and parents informed.
- Check the living quarters for health, safety, and cleanliness.
- Monitor staff health and recommend care.
- Notify Camp Licensing when appropriate using the incident report form (BCAL-4605)



## **Band Camp Parent Chaperone**

**Reports To:** Head Chaperone

### **Qualifications:**

- Understanding of aims and objectives of band camp.
- Experience and ability in working with high school teens.
- Be enthusiastic & dependable.
- Ability to work in the out of doors comfortably.
- Ability to reside in camper cabin supervising teens.
- Previous chaperone experience preferred.

### **Education and Training**

- High School degree or higher.

### **Duties:**

- Monitor, evaluate, and care for camper health and well-being.
- Work with other staff in a collaborative manner.
- Agree and follow the staff code of conduct and all staff polices.
- Know and enforce camp rules and follow emergency procedures.
- Develop a cabin environment of respect and dignity.
- Maintain and follow daily schedule.
- Supervise assigned campers during non-instructional hours.
- Attend pre-camp and ongoing staff meetings and training.
- Report any suspicion of child abuse to authorities and discuss it with no one else.
- Supervision of campers on the bus to and from camp.
- Help out where needed in any area of camp to contribute to the successful operation of camp.