



Recreation JOB OVERVIEW

The recreation department is responsible for creating and running daily contests between the camper cabins. The recreation department staff must be good at public speaking and be able to explain contest rules to 275 children.

MINIMUM QUALIFICATIONS

- minimum age of 21 years
- previous experience working with children ages 8 to 17
- previous camp or recreational experience desirable
- good organizational skills, detail oriented, and ability to complete assigned tasks
- flexibility and adaptability in a variety of situations in front of large crowds
- previous experience speaking in front of large crowds
- high energy levels

GENERAL RESPONSIBILITIES

- designing and implementing weekly recreation programs that include lunch, afternoon, evening and weekend activities for campers and staff
- recognizing camper and staff birthdays, international campers, and five year or more campers
- carrying out Cabin-of-the-Week contests
- inspecting camper cabins for cleanliness and posting results daily
- scheduling jet skiing, banana boating, and tubing activities
- judging, commentating, and awarding prizes for afternoon and evening activities
- posting results of cabin contests and giving results to Marketing Director daily
- preparing and helping counselors with all campfires and s'mores
- attending and presenting at staff meetings
- facilitate the Sunday All-Camp meeting
- staffing rec room hours and signing out recreation items and equipment
- organizing staff as rec event judges and demonstrators
- purchasing supplies as necessary
- conducting pre and post camp inventory
- preparing and playing (DJ'ing) music at Wednesday afternoon snack and rec times, Wednesday and Friday night dances, and weekends
- running games that promote positive staff morale; secret buddies, Gotcha, etc.
- in charge of staff social club; recognizing staff birthdays, important happenings, etc.
- organize staff groups and IXTC campers to perform skits at Thursday night rec events
- preparing and assisting with staff surprise events
- preparing and running weekly camper evaluations
- prepare and actively participate in staff training meetings and supervisory conferences
- carrying out canteen, evening and night patrol duties
- performing check-in/out responsibilities
- weekends; responsible for running the daily camper schedule with counselors, all sports coaches, and waterfront (recreation staff take an active supervisory/management role)
- decorate and update daily the recreation bulletin boards
- perform 'tooth fairy' duties
- organize and administering Cabin of the Week party on Thursday nights
- organize signing of Cabin of the Week Winner's Certificate and give to all winning campers

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ISTC provides the following recreational activities for the campers:

swimming	kayaking	row boating
volleyball	ping pong	summit
blob	soccer	low and high ropes course elements
archery	mountain biking	climbing wall, zip line, and leap of faith
fishing	scooters	arts and crafts
banana boating	jet skiing	board games
basketball	paddle boats	shuffle board
water trampoline	spaceball	foosball
gaga	outdoor pool	tubing

Tournaments and contests may be created around these activities, and scavenger hunts, field day activities, carnivals, and food games also can be organized. We always welcome new and inventive ideas!

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

HOURS

Recreation staff have one day off per week on either Friday from 12:00 noon to Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. There is a 12:00 am curfew with exception to your day off.

GENERAL RULES

The recreation department staff are responsible to the resident life directors, head counselors, program directors, camp directors and camp owners. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with their immediate staff members.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.