

# Camp St. Croix

## Support Staff Job Descriptions

\*Please note that while this document lists the essential functions for each job *it does not include all responsibilities*. This document includes an overview of Support Staff expectations and key skills needed in these roles.

### SUPPORT STAFF EXTENDED SEASON DATES; **May 24 – August 25, 2026**

#### **BEING ON SUPPORT STAFF – ALL**

Being on support staff is more than leading activities in specific program areas, and Camp St. Croix maintains high expectations of our Support Staff team. The Support Staff are essential in providing the necessary “support” for the cabin and tripping staff. Support Staff’s number one responsibility is to the overall camp operation, safety, and support of the whole. Support staff work together under the direction of the Program Director, Executive Director, and Summer Assistant Directors to ensure that camper, staff, and programmatic needs are met. Although many Support Staff have assigned focus such as Arts and Crafts, Nature, Trail Building, etc., it is essential that this team works together to support the whole. This means that Support Staff members will be asked to work together to ensure that things are covered within and outside of the assigned focus area.

#### That includes but is not limited to:

- Being present at all mealtimes. Be available to help during meals (cover cabins, make announcements, monitor for camper safety and engagement, monitor for staff needs of support, etc.).
- Be on-time and present for all assigned meetings, all-camp activities, and other duties as assigned.
- Be present at **all** all-camp programs such as flagpole ceremonies, campfires, reflections, talent shows, and more.  
*Note: Support staff are expected to be at all camp activities unless it is their scheduled night off or there is pre-approval from the Program Director.*
- Prepare for, set up for, and participate in the check-in and check-out processes on opening and closing days.
- Take initiative to support and lift the cabin and other lead staff when you are not at an assigned activity/task (other than scheduled break times). Please note: **This is an expectation for ALL Support Staff.**
- Be a leader and guide to the cabin staff team, if you cannot answer a question asked, find the correct line of communication to support them (I.e. Assistant Directors, Program Director or Executive Director).
- Be a Camp Vehicle Driver. If you are 21+ years old, you’ll be expected to become DOT certified and be trained to drive with the trailer hitched. If you need an exception, please connect with the Program Director or Executive Director directly.
- Attend the entirety of Support Staff Training and All Staff Training.
- Live on-site for the duration of programs (This does not include time between sessions unless assigned)  
*NOTE: You will be assigned a minimum of 1-2 weekend days throughout the summer to support weekends on-call.*
- Play essential and assigned role in emergency procedures and Crisis Response Plan (depending on position).
- Maintain protocol for all SOPs, ACA and YUSA standards, and emergency procedures.

- Adhere and uphold ALL policies and procedures.
- Maintain clean and orderly facilities and program areas.
- Submit timely supply and order requests to the Program Director.
- Uphold communication and leadership expectations as trained.
- Attend staff meetings and provide updates and reports regarding your assigned focus area in a supportive, positive, and coaching manner.
- Other duties as assigned/needed.

### **Key Skills for Support Staff**

While interest and skills in specific program areas are important (they are included within each focus area description), there are skills and expectations that are necessary for all Support Staff team members. These include but are not limited to:

- Upholding of 5 core values; Caring, Honesty, Equity, Respect and Responsibility
- Organization
- Time Management
- Taking initiative
- Teamwork
- Collaboration
- Communication (written and verbal)
- Positive Attitude and commitment to excellence
- Ability to be an equitable resource for all staff
- Ability to uphold high expectations and standards
- Commitment to Mission Driven and Camper Focused philosophy
- Ability to take and implement feedback and coaching

### **Arts and Crafts Director**

The Arts and Crafts Director is responsible for creating fun and engaging arts activities for campers. They will maintain their program area and keep track of supply levels. The Arts and Crafts Director will work with the Program Director to order more supplies when needed. They will create and facilitate a variety of Arts and Crafts programming to keep campers of all ages and backgrounds engaged. Activities in Arts and Crafts are to be intentionally designed so that campers will be engaged in an age-appropriate craft. The Arts and Crafts Director will facilitate set activities weekly, such as Tie Dye, Bracelet Making, and others. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

### **Boating Director**

- Oversee the program of Sailing and Canoeing including leading, planning and instructing classes and activities in accordance with Camp St. Croix's guidelines.
- Provide a safe, high-quality environment for all campers and staff through maintaining compliance with program policies, procedures and schedules.
- Ensure safety through regular maintenance checks of boats, canoes, paddles, other equipment, docks and facilities.
- Repair and restock equipment as needed, in partnership with the Program Director and Property Manager.
- Ensure cleanliness and organization of docks and equipment. Keep a detailed inventory of

equipment.

- Develop and implement detailed lesson plans for Sailing classes tailored to learning objectives, with a focus on skill progression, safety and confidence.
- Provide guidance and oversee lifeguards, staff and counselors as they participate in boating activities.
- Drive a motorized rescue boat to safely assist campers and/or tow sailboats on the water.

**Additionally, along with all other support staff roles, they will provide support to cabin and tripping staff as needed.**

### Camp Life Coordinator x3

This position serves as a critical support function for both the physical and social-emotional wellbeing of campers and staff. The Camp Life Coordinator will provide comprehensive support for campers' behavioral, mental, and emotional needs. This role requires excellent judgment, a high level of discretion, and the ability to maintain confidential information. Along with other support staff, this position provides backup support to cabin staff as needed.

On check-in and check-out days, they ensure all necessary health documents are printed and properly filed, as well as each camper's information being accurate in our CampDoc software (i.e. if there are discrepancies between what is listed in CampDoc and what the camper requires, they will update this information). If camper medications are left post-session, Camp Life Coordinators will be responsible for corresponding with camper families to coordinate the return of medication. *NOTE: This individual will attain their Wisconsin Med Pass certification, provided by the Y of the North.*

**Youth Advocacy Responsibilities:** In the youth advocacy capacity, this individual will provide essential support to campers and staff managing camper behavior and social-emotional needs. They will support campers experiencing difficulties and collaborate with staff to create successful plans for the week. They will work closely with the Unit Leaders to communicate and document camper issues/struggles throughout the week. Daily cabin counselor check-ins allow for proactive identification of needs and provision of timely assistance. This individual immediately alerts the Program Director of any verbal or physical altercations between campers and may serve as the first point of contact for conversations surrounding possible child abuse or neglect. They will work closely with Directors to make decisions related to mental, emotional, behavioral, and physical health situations as needed. *NOTE: This individual will attain a CPI Bluecard before campers arrive, provided by the Y of the North.*

#### **Required Training or ability to obtain:**

- Mental Health First Aid certification
- CPR/First Aid
- Diversity, Equity, and Inclusion guidelines aligned with the Y of the North
- Camp health and medication systems

#### **Preferred Qualifications:**

- Youth Development experience
- Conflict Resolution skills

- Homesickness support experience

### Climbing & Challenge Course Directors x2

The Climbing & Challenge Course Directors are responsible for all areas of the high and low initiatives challenge course, including safety equipment, staff training, group instruction, program development, planning and implementation. They will conduct daily checks and documentation of equipment for safety, cleanliness and repairs needed. They will notify the Program Director immediately if something needs to be replaced. Climbing Directors will know and implement all safety protocols and emergency procedures. They will run daily climbing activities, and weekly challenge course activities, and ensure that we are providing excellent and safe programs. In addition to daily scheduled programming, the Climbing Directors are also responsible for facilitating challenge courses and climbing experiences for teen programs. As part of the position, it is required that this person go through additional qualifying training provided by Y of the North (ACCT International is our guiding training body) before the summer begins. It is important that this person takes safety very seriously and can adhere to and enforce the established challenge course policies as are required in this role per Synergo, ACCT International, and Y of the North. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Preferred Qualifications:

- Ability to earn Level 1 and 2 climbing qualifications through the Y of the North (required and provided)
- Previous climbing or challenge course program experience
- Belay certification (not mandatory)

### Nature Director

- The Nature Director is responsible for creating fun and engaging nature-based activities for campers. With environmental education as its foundation, this position requires the incumbent to be excited about nature and outdoor education. Creating and implementing engaging activities that teach campers how to be curious, ask questions, and engage with the natural world is an essential part of this program. They will maintain their program area and keep track of supply levels. They will create a variety of nature programming to keep campers of all ages and backgrounds engaged. They will support cabin staff in leading cabin-based nature activities, along with creating an engaging progressive program. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

### Teen Leadership Coordinator

- The Teen Leadership Coordinator (TLC) will work primarily with the Teen Leadership groups such as the Intro Leadership Development Program (LDP), the Advanced Leadership Development Program (LDP) and the BOLD and GOLD program to integrate leadership learnings into their daily camp schedule. The TLC will be in charge of developing curriculum to teach the teen groups at camp. This role will also oversee the Advanced LDP and BOLD and GOLD interns in their shadowing blocks. The TLC will coordinate where each of the teen campers will be and when to make sure, they are getting a high-quality leadership opportunity. This role requires someone that can take initiative, have above average

leadership skills, strong and confident teaching skills and the ability to work independently.

**Additionally, along with all other support staff roles, they will provide support to cabin and tripping staff as needed.**

### Trail Building Director

The main function of the Trail Building (TB) Director is to oversee all trips going in and out of Camp St. Croix. The TB Director will oversee the set-up, up-keep, and return of tripping equipment. They will maintain and inventory all equipment necessary for the program area; this includes holding staff accountable for equipment that comes back broken or missing. The TB Director will work with our TB Assistant Directors and Kitchen manager to order food weekly and maintain the inventory of food that is needed for trail. They will manage the pack-out and storage of food, ensuring we are following all local food safety regulations. The TB Director will create pack-out steps and meal portions, and train staff in using equipment, packing in and out, and food preparation, as well as teach campers/staff how to be successful on any trail. They must ensure that the trail building is kept clean and organized and assist in making sure overnights and trips are leaving on time. The TB Director will work closely with the TB Assistants to maintain the program area. They will pack out AND pack in all overnight trips and trail groups. Additionally, they will keep an inventory of our tripping paddles, life jackets and canoes that go out on trail. They will ensure that boats are ready to go and tied properly when leaving on a trailer. **Additionally, along with all other support staff roles, they will provide support to cabin and tripping staff as needed.**

### Trail Building Assistant Director x2

The Trail Building (TB) Assistant Director functions as the support for all tripping and trails that leave main camp. They report to the Program Director but will take program area direction from the Trail Building Director. The Trail Building Assistant may assist groups with their trail experience by joining them on their trips. The incumbent will have strong organizational skills. TB Assistants will help in creating pack-out steps and meal portions, and train staff in using equipment, packing in and out, and food preparation, as well as teach campers/staff how to be successful on any trail. They must ensure that the trail building is kept clean and organized and assist in making sure overnights and trips are leaving on time. The TB Assistants will work closely with the TB Director to maintain the program area. Additionally, they will keep an inventory of our tripping paddles, life jackets and canoes that go out on trail. **Additionally, along with all other support staff roles, they will provide support to cabin and tripping staff as needed.**