



# 2019 Camp Zanika Staff Information



## So you are interested in working at camp this summer?

Thank you for your interest in becoming a member of Camp Zanika's 2019 staff. Camp Zanika's focus is on kids and we are looking for dedicated, enthusiastic, and responsible individuals to help present an unforgettable summer for the campers.

### Our Promise

Young people want to shape the world.

Camp Fire provides the opportunity to find their spark,  
lift their voice,

And discover who they are.

In Camp Fire, it begins *now*.

**Light the fire within**

### About Zanika

Camp Zanika Lache was established in 1932 by Camp Fire North Central Washington on the shores of Lake Wenatchee, 23 miles west of the charming Bavarian themed village of Leavenworth Washington. Located on 13 acres of waterfront property in the Okanogan-Wenatchee National forest, Camp Zanika has been a getaway experience for youth for over 85 years. Our facilities include 12 rustic cabins, a lodge, dining hall, ropes course, archery range, 2 bathrooms/shower houses, health house, and a beautiful waterfront.

### Summer Camp

Camp Zanika Lache is small coed traditional residential camp. We welcome campers ages 6-17 from all over the country and beyond. Summer sessions range from one to two week stays, to half a week stays, with most campers coming for a week. There are two teen leadership programs that happen throughout the summer, the Leaders in Training program and Counselor in Training program. Cabin groups are organized by age and gender with up to 8 campers.

Each week at camp is packed with cookouts, swimming, archery, s'mores, fishing, ropes course, arts and crafts, nature, hiking and a counselor fire on the last night.



# 2019 Camp Zanika Staff Information



Working at Camp Zanika is an amazing opportunity to gain useful skills, meet great people and have fun out of doors. We give our staff: the opportunities to learn and develop new skills, professional job experience, comprehensive job training, support and feedback during employment, a chance to work with staff from all over, competitive salary (varies with position), room and board, staff shirt, and a truly amazing life experience with memories and friends that will last a life time.

Every member of Camp Zanika's staff assumes an important role in working with children. You are a leader, role model and even a "stand-in" parent, regardless of your position. Our staff members are part of a valuable team with the collective goal of bring the camp philosophy to life and helping children grow toward their fullest potential. Coming from all over the world staff are selected on the basis of their skills, experience, professional work ethic and ability to serve as a positive role model for children.

## Our Staff

For over 80 years we have prided ourselves on finding the best staff from all over the world. Being able to provide children the experience to learn and live with people from all over is just one of the reasons Camp Zanika is unique.

Our staff are all 18 and over, most in their 20s (with the exception of the dishwashers who are 16 & 17).

## Staff Expectations:

We expect our staff to:

- Be enthusiastic and willing to be fully involved in the camp experience. You will not only be around children, but will also be living the camp experience with them, let them know you enjoy it and are glad to be sharing it with them.
- Create a positive, safe and supportive environment for all children. Our focus at camp will always be the children. Our campers are the reason we are at camp and it is important that you focus on the children's needs and provide patience, support, guidance and encouragement at all times.
- Respect the fact that our camp provides a welcome environment for everyone. You will need to respect individual differences in other staff members and in our campers.
- Enjoy working in an outdoor setting
- Able to supervise and interact with campers during activities and free plan in a safe and purposeful manner.
- Act as an appropriate role model for children through your actions, language, work habits and general conduct. Camp may be fun and exciting, but it is also a real job, and as such you are expected to act in a professional manner.
- Abide by the camp policies, procedures and guidelines including those related to underage drinking and other drug use.
- Be a team player! Everyone at camp is important and camp cannot be successful unless everyone is working together. We focus on building positive communities at camp and you must set this example for the campers at all times.
- Are available for the entire season (be able to adjust to a 24 hour a day flexible schedule)
- Staff often live in cabins with the children, and must be able to make a bed, clean and teach campers basic housekeeping skills.
- Meet the minimum age requirements and essential job functions

### **Dates:**

Prior to the start of camp, all staff goes through an extensive orientation program to better prepare them for life at camp. We have different arrival times for orientation listed below:

<b>Position</b>	<b>Date</b>	<b>Time</b>
Cook	May 28 <sup>th</sup>	Noon
Assistant Directors, Waterfront Director, Asst. Cook	June 1st	Noon
Ropes Course, Archery Facilitator, Trip Director, Leadership Director, Crafts Instructor, Unit Directors	June 2 <sup>nd</sup>	Noon
Counselors, Lifeguards & Dishwashers	June 9 <sup>th</sup>	By 2pm

Staff members are typically contracted for 9 weeks, starting with your orientation start date and ending August 19 after 5pm

### **Accommodations/ Living quarters**

Cabin Counselors live in cabins with their campers and the rest of the staff live in wall tents. Most sleeping cabins and tents are rustic, yet comfortable and are without electricity. Each cabin will accommodate 7-8 like-age campers and one counselor. All restrooms have electricity. The Health House has its own restroom and electricity. The Head Cook's private room is adjacent to the kitchen.

A staff retreat room with a refrigerator, wireless internet, stove, microwave, and a TV/DVD are available to all staff members. Laundry facilities are provided at no charge. A large general store is four miles away along with a few restaurants. Leavenworth, the nearest town, is thirty minutes from camp.

### **Transportation/Arrival & Departure**

Staffs are welcomed to bring their own vehicles to camp. All staff vehicles need to have owner authorization that they can be used if there is an evacuation. Unfortunately we do not offer compensation for out of state travel. We can pick up any staff coming by plane, train or bus, as long as we know the arrival date and time ahead of time.

Camp Zanika Lache is a non-smoking, drug and alcohol free workplace. Do not apply if you use illegal drugs or abuse alcohol



## Camp Zanika Applying to Camp



Before filling out the application we ask that you take the time to read and review all information regarding our program.

If there is any information you cannot find or have questions do not hesitate to contact us at

[campzanikalache@gmail.com](mailto:campzanikalache@gmail.com) or by phone at 1-800-548-8884

When filling out the application we ask that you take the time to answer the questions as thoroughly as possible. We take hiring seriously, and the application is the first piece of information that we receive from you.

Feel free to attach a resume or any supplementary pages you wish, to help us evaluate your qualifications. A photograph of yourself is a nice addition, but is completely optional.

Be sure to look over your application before submitting it to make sure that information is correct, and accurate. Make sure any references listed have been informed that they are being used as such, and that their information is accurate.

There is an additional page for you to give to references that they should be filled out and mailed to us at the address provided

After receiving your application we will contact you (usually by e-mail) to set up a time to do your first interview, so it is important that contact information is correct. After your first interview, and checking your references, you will be contacted to set up the final interview. With a majority of our staff coming from out of area, we do not require in person interviews.

### **Qualifications for All Staff members**

- All Staff must have current First Aid and CPR: Adult & Child certifications when they arrive at camp
  - Approved training providers: American Red Cross, American Heart Association, Emergency First Response, American Safety and Health Institute, Medic First Aid International, St. John's Ambulance, National Safety Council.
- Employment is subject to a criminal history background check, pre-employment check, random drug testing, reference checks and verification of eligibility to work in the USA
- All staff must supply a photo copy of their social security card and/or Passports
- All Employees must be over 18, with the exception of Dishwashers, Packout, and Asst. Cook, who must be at least 16.
- Employees over 21 with current driver's licenses and good driving records might need a driving abstract- please follow up with the Camp Director.



# Camp Zanika Job Descriptions



\*All Staff are **Required** to have Red Cross First Aid, CPR and AED Training  
Additional training is required for certain positions, if you would like to apply for one  
of these positions but do not have the certifications, we can help find classes at a cost to you.

## **Cabin Counselors (14)**

Must be 18 or older

Guide and supervise weekly cabin groups of 6-9 campers, ages 5-17. Responsible to lead a group of campers while building relationships in group situations, one-on-one interaction, activity leadership, and much more. Needs to be an enthusiastic leader, sensitive listener, positive role model and friend to every kid in the cabin. Qualifications are outdoor/camping experience, and/or experience with children. One year of college or equivalent.

## **Unit Director (4)**

Must be 20 or older

A leadership position requiring organizational aptitude and the ability to lead groups of participants in a variety of activities. This position is a resource position for counselors. A "counselor-to-the-counselors." Qualifications include camp experience, experience with children, and the ability to supervise staff. Youth programs experience a plus. At least 2 years college experience or equivalent required. Must have driver's license and good driving record.

## **Assistant Camp Director (1)**

Must be 21 or older

Responsible for coordination of camp programs, organization and development of camp activities, assisting with daily camp operations, record keeping and supervision of staff. General qualifications include supervisory experience, experience with camp programming, organizational skills, minimum of 21 years of age and 2 years college experience. Experience with children a plus. Must have previous camp experience and a current driver's license and good driving record.

## **Teen Leadership Director (2)**

Must be 21 or older

Coordinate Leader In Training (LIT) program for 9<sup>th</sup> and 10<sup>th</sup> graders and the Counseling In Training (CIT) program for 11<sup>th</sup> and 12<sup>th</sup> graders. Teach, mentor, and lead teens through training program including activity programming, leadership skills, child development, and skill progression. Previous camp counseling and experience with teens required.

## **Waterfront Director (1)**

Must be 21 or older

\* WSI or LT certification required

Responsible for supervising the other lifeguards and maintaining a safe environment on the waterfront. Supervise the waterfront staff, develop program and participate in implementation of waterfront program. Responsible for equipment maintenance and adherence to all safety standards. Qualifications are current American Red Cross WSI or LT, certification required, and supervisory experience. Must have current driver's license and good driving record. Waterfront Lifeguard course or experience recommended.

## **Lifeguard (4)**

Must be 19 or older

\*WSI or LT certification Required

Guard waterfront activities as assigned by Waterfront Director. Activities include swimming, canoeing, kayaking, and beachfront activities. Qualifications are current Red Cross WSI or LT. Waterfront experiences a plus.

## **Arts & Crafts Instructor (1)**

Must be 19 or older

Instruct campers, develop activities, manage risks, and maintain arts & crafts equipment and facilities. Organize and maintain supplies and equipment. Also responsible to help with other camp programs and activities as needed. Qualifications include training and experience in arts and crafts.

## **Dance Instructor (1)**

Must be 19 or older

Instruct campers, develop dance activities, manage risks, and create dance programs. Organize and maintain supplies and equipment. Also responsible to help with other camp programs and activities as needed. Qualifications include training and experience in dance.

## **Challenge Course Coordinator (2)**

Must be 19 or older

\* Ropes Course Certification Required

Directs and facilitates high ropes course, low ropes activities, and initiative activities. Serve as a support staff to counselors. Qualifications include documentation and/or certification of skills, and experience in ropes course facilitation. Experience with children a plus.

## **Archery Facilitator(1)**

Must be 19 or older

\*Archery Certification Required

Supervise and teach archery to cabin groups of up to 8 campers. Serve as a support to counselors and comply with program. Qualifications include archery experience and National Archery Association Level 1 Instructor certification. Experience with teaching children preferred.

### **Tripping Supervisor (1)**

Must be 21 or older  
\*WFA or similar Certification Required

Implement and coordinate entire backpacking/hiking program. Responsible for maintaining equipment, record keeping, and adherence to safety standards. Serve as support staff to counselors. Qualifications include trip planning, leadership experience, and knowledge of North Central Washington backcountry. Must be a minimum of 21 years of age and have a current driver's license with a good driving record. Wilderness First Aid and CPR (adult & child) certification is required.

### **Naturalist (1)**

Must be 19 or older

Teach outdoor and nature themed activities to campers, develop activities, and manage risks. Organize and maintain supplies and equipment. Also responsible to help with other camp programs and activities as needed. Qualifications include knowledge of environmental studies.

### **Support Assistant (1)**

Must be 19 or older

Support the overall operation of camp in a variety of areas, including assisting the counselors with tie-dying, assisting the kitchen, and office. Previous kitchen experience is required. Current Washington State Food Handler's Card is required.

Food Handlers is required

### **Office Assistant (1)**

Must be 19 or older

Assist the Office Manager/Camp Director in office operations including operation of the camp store, answering phones, deliver mail, assisting with parent communication and record-keeping. Excellent computer and customer service skills required.

### **Program Specialist (1)**

Must be 19 or older

Teach and lead a variety of specialized camp activities including archery, low ropes challenge course, nature and waterfront. Previous experience with at least one of the activity areas is required.

### **Inclusion Counselor (1)**

Must be 20 or older

Support campers with physical, mental, developmental, and behavioral disabilities by talking to parents and working with counselors. Expertise in working with children, especially kids with special needs, is required. Driver's license required.

### **Head Cook (1)**

Must be 21 or older  
Pay: \$4000 for entire season  
\* Food Handlers Certification Required

Plan and cook all meals, maintain supplies, keep food records, meet health standards, and comply with seasonal food budget. Qualifications are experience cooking for large groups or equivalent education. Must have or obtain Washington Food Handler's permit, and be serve safe certified. Includes private room. Seasonal.

### **Assistant Cook (1)**

Must be 17 or older  
\* Food Handlers Certification Required

Assist Head Cook with food preparation, cooking, record keeping, and daily kitchen operations. Qualifications include experience cooking for large groups and/or previous cooking experience. Must have or obtain Washington Food Handler's permit.

### **Kitchen Assistant (2)**

Must be 17 or older  
\* Food Handlers Certification Required

Serve food, wash dishes, assist the assistant cook, and keep the kitchen clean; also assist with unit activities including nighttime supervision and covering time off for counselors. About half time in each capacity. Current Washington State Food Handler's Card is required.

### **Dishwasher (3)**

Must be 15 or older  
\* Food Handlers Certification Required

Dishwasher: Wash dishes, pots-n-pans, and related kitchen equipment. Keep kitchen area clean and help serve food. Must have or obtain a Washington State Food Handler's Permit and be at least 15 years old.

### **Health Care Supervisor; (7)**

EMT, Nurse, Physician

Responsible for health and wellness program, first aid administration and management of infirmary. Qualifications include licensed RN, LPN and/or EMT. Washington EMT applications also accepted. Volunteers may exchange 1 session of service for 1 child in any camp session. Season dates: divided weekly - Sunday a.m. - Saturday a.m. Weekly salary: Camper exchange, volunteer or internship.

