



## Summer Camp Facilities Assistant

- Reports to:** Administrator for Daily Operations / Director of Summer Programs
- Location:** Summer at St. John's - Camp Chris, Eagles Sports Camps, Exploration Camps
- Schedule:** Monday-Friday, 8:30am - 4:15pm  
Multiple 40-minute sessions per day, grouped by grade levels.
- Training Dates:** June 8 - June 15, 2026
- Season Dates:** June 16 - August 19, 2026
- Salary Range:** \$17 - \$19 Per Hour

### Position Overview and Responsibilities

The Summer Camp Facilities Assistant will play a crucial role in maintaining camp facilities, managing logistics, and supporting various camp activities. This position requires a proactive, detail-oriented individual who thrives in a dynamic, outdoor environment and is committed to providing a safe and enjoyable experience for campers and staff.

### Skills and Competencies

- Assist in the setup and maintenance of camp facilities, lunch service, activity areas, and equipment.
- Support the logistics of camper arrivals and departures, including check-in procedures and transportation coordination.
- Perform routine inspections and maintenance tasks to ensure the cleanliness, safety, and functionality of camp facilities and equipment.
- Assist in the organization and execution of special events, excursions, and camp-wide activities.
- Provide logistical support for off-site trips, including transportation arrangements and meal planning.
- Assist with inventory management, including tracking and restocking supplies for various camp activities and programs.
- Collaborate with other members of the Operations Team and camp leadership to address any logistical or facility-related issues that may arise.

- Uphold camp policies and safety protocols at all times, ensuring the well-being and security of campers and staff.
- Act as a positive role model for campers, demonstrating enthusiasm, responsibility, and a commitment to the camp community.
- Other duties as assigned.
- Works 8:30AM - 4:15PM, with a 30 minute unpaid break

### **Education and Experience**

- High school diploma or equivalent; college coursework or relevant experience preferred.
- Previous experience in a camp, outdoor education, or hospitality setting is a plus.
- Strong organizational and time management skills, with the ability to prioritize tasks and adapt to changing priorities.
- Excellent communication and interpersonal skills, with the ability to work effectively as part of a team.
- Basic knowledge of maintenance, repair, and cleaning procedures for camp facilities and equipment.
- Comfortable working outdoors in various weather conditions and physical environments.
- Current First Aid and CPR certifications preferred.
- Valid driver's license and clean driving record may be required for certain positions.

### **Physical Requirements:**

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

### **About Summer at St. John's**

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.

- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

### **About St. John's Prep**

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Summer at St. John's is committed to building a diverse and inclusive community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in work with all those who engage with Summer at St. John's.

Interested candidates are asked to apply via ..... Questions can be directed to Jackson Tingle at [summer@stjohnsprep.org](mailto:summer@stjohnsprep.org).