

***We are looking for a dynamic, creative, warm, exuberant, experienced person with strong leadership ability who is passionate about our vision.***

Camp White Eagle, just two hours west of Chicago, Illinois, has a 70-year tradition of safely nurturing and developing campers. Located in the rolling hills and woods of Northwestern Illinois, it comprises beautiful woods, trails, a swimming pool, two all natural rock climbing walls, game fields, and a 5-acre lake for swimming, water games, and almost a mile of canoeing through the property. With 120 acres of forests, wildlife, and wildflowers galore, it offers fresh air, natural water, the robust smell of pure woods and a twinkling night sky. Camp White Eagle is certified by the American Camp Association.

Camp White Eagle offers a variety of programs. Camp Kupugani multicultural camp for girls offers a two-week session for girls only. We also have blended (*intentionally* co-ed) two-week sessions. Campers range in age from 7 to 15 and come from varied backgrounds. For our Team Building Program, our staff members—by guiding and facilitating a group's movement through an engaging course of structured activities—help organizations of all kinds form solid bonds. Through our Rental Camp program, our staff teams with an incoming group's director to plan different activities to assure that the campers have a safe, enjoyable, and productive stay at camp.

## ADMIN JOB DESCRIPTION

### Job Description

The camp admins take on a variety of tasks and supervisory duties. The admins function primarily as assistants to the Camp Director in all daily functions. The admins supervise program staff. Duties include:

- × Oversee day to day administration of the camp office
- × Design and implement staff schedule
- × Assist with hiring, supervising, and evaluating all staff
- × Coordinate program and administrative staff meetings
- × Monitor: Food service, the business, camper and staff supervision, and health care
- × Assist in managing property development/maintenance needs
- × Assist with preparation of annual and long term property plan
- × Assist with developing and implementing crisis and risk management procedures
- × Assist with monitoring the budget for camp operations.
- × Develop/Design long term fund raising strategies
- × Develop recruitment and retention strategies for campers
- × Develop and oversee the business operations, office operations, camp store, etc.
- × Takes lead when the director is out of camp or occupied with other director duties
- × Assist in making sure camp is effectively targeting the intended market and take steps to perfect the relationships
- × Ensures basic camp maintenance and upkeep to the standards benefiting our client groups
- × Update and develop staff training materials
- × Order program, canteen, and administrative supplies in a timely manner
- × Run miscellaneous errands as needed
- × Provide driving services for new staff, off duty staff, and guests as needed
- × All other duties as assigned.

### Qualifications

- At least 21 years old
- Have at least 3 years of experience in working with and supervising: youth, adolescents, and adults in a variety of cultures.
- Be able to teach and supervise individuals teaching all of the following areas: canoeing, archery, riflery, crafts, adventure challenge, recreation, swimming, and climbing.
- Have 2 years of team building facilitating experience, or appropriate certifications in team building activities and theory practice.
- Have current First Aid, CPR, and lifeguard certifications
- Possession and practice of critical thinking skills
- Ability and will to work and live closely with other team members.

### Residence During the Summer Season

**All staff members must stay in camp while groups are present.**

We promise all of our groups 24-hour supervision by our staff and counselors. Each week you will have time off when you can leave the camp or just take time to relax or do errands.

**What if you cannot be at camp for a certain date?**

We have a very busy summer this year so we need everybody to be present. If you have any conflicts with the schedule, please talk to the camp director prior to the summer session.

## Summer Housing

Program Staff members are housed in the Staff Cabin or the South Village. Each area has a refrigerator, bathroom facilities (shower, sink, toilet, etc.), and a lounge. Free laundry services are also available for staff hired for the entire summer.

## Pay

Staff members receive a competitive salary. To determine your exact salary, please complete an application. We can then speak with you about your certifications, specific camping experience, and education in the field.

## A Little About the Groups

During the summer, camp provides services for groups of all ages and backgrounds. Some of the groups that we have had in the past are:

- School groups
- Sports teams
- Religious groups (Christian, Muslim, etc.)
- Youth groups
- 4-H groups
- College groups
- Business groups (various businesses come out to do teambuilding and cooperate training)
- Family groups

General Program: Camp provides the recreational and teambuilding activities, and the group provides its own specialized educational sessions or classes. Each group's schedule and program varies, but the general routine is:

### *During the day...*

A combination of recreational activities (canoeing, biking, archery, riflery, nature, swimming, challenge, climbing, arts & crafts, etc.) and teambuilding activities (games, trust activities, problem solvers, etc.) with the group's specialized educational classes or sessions.

### *During the evenings...*

Camp provides activities such as recreational games, campfires, night hikes, overnight camp outs, and solos for the group.

## Group sizes and length of stay

During the summer season, groups vary in both size and length of stay. The majority of our groups comprises from 80 - 120 people. Weekend groups and business groups range from 15 - 80. We have at least one group in camp every week from June 1 – early September. Earlier in the summer, we have a few groups that will be here for 1- 4 days.