



**Position Title:** Camp and Recreation Volunteer Team

**Number of Positions Available:** 8-12

**Purpose:** Assist staff with day to day camp activities such as program facilitation, camper supervision, transportation planning, supply management, meals and dining and facility upkeep. Provide programming leadership as desired.

**Location:** Highbrook Lodge: 12944 Aquilla Rd, Chardon, OH 44024

**Key Responsibilities:**

- Supervise campers to promote safety. Enforce camp rules including camper expectations along with safety rules and regulations. Nurture a cleanly, respectful and appropriate camp environment at all times.
- Maintain on-going positive communications with campers, peers, superiors and employees.
- Support and encourage planned activities. Remain cognizant of scheduled activities and ensure campers report to planned activities on time.
- Learn and remain up to date with all facility rules, regulations, safety procedures and policies.
- Promote programs, establishing and nurturing relationships with campers and families in order to ensure rich and holistic experiences.
- Perform daily duties including regular cleaning and care of equipment and supplies as outlined by camp manager.
- Other relevant duties as assigned.

**Optional Responsibilities:**

- Utilize available resources to plan timely and engaging activities that meet recreational needs of campers and support the initiatives and themes of camp.  
(For those planning activities, overnight participation at camp is not a requirement).

**Qualifications:**

- Understanding of and belief in Cleveland Sight Center Mission.
- People-oriented with a focus on relationship building.
- A desire to help and support others and the ability to work with and appreciate diverse populations.
- Comfortable working in an outdoor setting.
- Excellent communication skills.
- Ability to work autonomously and as a member of a team.
- Willingness to consider feedback provided by camp leadership. Respect for directions of camp leaders at all times.
- Experience as camp counselor, activities instructor, nanny, coach, event planner or related background preferred. Experience as a CSC volunteer, client or staff member preferred.
- Position would be a positive fit for those pursuing careers in education/special education, vision rehabilitation therapy, orientation and mobility, occupational or physical therapy, psychology or pre-medical (person focused) training.

- Ability to walk on uneven terrain, bend, stoop or stand for 2 hours or more. Ability to lift/carry 50 lbs on multiple occasions.
- Successful completion of a background investigation.
- Strict adherence to HIPPA and confidentiality

#### **Additional Position Information:**

- Meals are included. Most dietary restrictions can be accommodated provided sufficient notice.
- Board is included. Campers and volunteers are housed in gender-specific cabins with attached restrooms.

#### **Commitment:**

- Attendance of two training sessions listed below.
- Winter Weekend: Friday February 22<sup>nd</sup> (4:00PM)- Sunday February 24<sup>th</sup> (1:30PM)
- Fall Weekend: Friday October 18<sup>th</sup> (4:00PM)- Sunday October 20<sup>th</sup> (1:30PM)
- Additional May-August opportunities also available. Participation is May- August opportunities is not required, however, placement preference will be given to enrolled Highbrook Lodge volunteers.

#### **Age Requirement:** 18+

#### **Dress Code:**

- Volunteers should dress in weather-appropriate clothing that they don't mind getting dirty.
- Staff and volunteers are prohibited from wearing articles of clothing containing references to alcohol and tobacco products, illicit drugs, sexual activity and adult conduct, profanity, violent images or any form of discrimination. Clothing with degrading or offensive language should not be worn.
- Closed toe shoes or sandals with straps are required.
- Due to many of our volunteer tasks being outside, bug spray and sunscreen are encouraged.

#### **Training:**

- Volunteer Orientation  
(Multiple Orientation Sessions Available. For schedule, contact Volunteer Services at [mmauk@clevelandsightcenter.org](mailto:mmauk@clevelandsightcenter.org))
- Highbrook Lodge Volunteer Training (February 12, 2019 5:30p-7p)

#### **\*\*Note:**

Both trainings will take place at Cleveland Sight Center  
1909 East 101<sup>st</sup> Street  
Cleveland OH 44106

**Volunteer Signature:** \_\_\_\_\_