



Detailed Position Listings Packet

CHELEY COLORADO CAMPS



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DETAILED POSITION
LISTINGS PACKET

www.cheley.com – staff@cheley.com

ONE

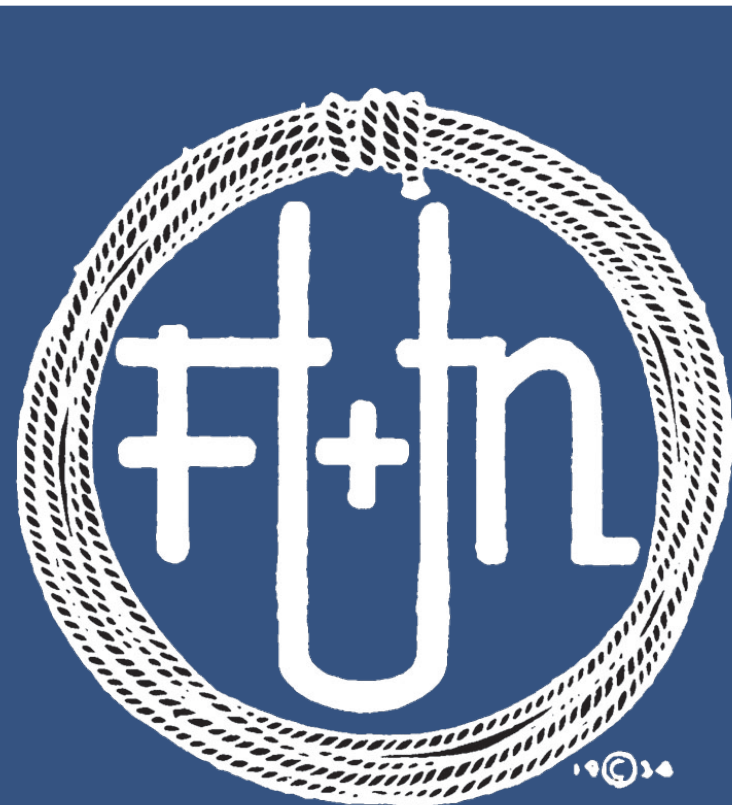
counseling
staff

TWO

leadership
team

THREE

support
staff



ONE

Counseling Staff

backpacking

campfire

crafts

HBO

hiking

horseback riding

outcamping

riflery

sports/mountain biking



Requirements for Counseling Staff

1. Must be at least 19 years old.
2. Live in cabins with the campers and one or more other counselors at Land O'Peaks, or near camper wagons at Trail's End Ranches.
3. Care for and provide a physically and emotionally safe environment for each camper.
4. Observe camper behavior and assess its appropriateness.
5. Communicate effectively with campers, peers, directors, and camper parents.
6. Write weekly reports home to campers' parents.
7. Assist campers with earning their program patches and keep accurate records of campers who have earned patches in their area.
8. Provide necessary instruction to campers, on program and in unit.
9. Identify and respond to environmental and other hazards that may affect the campers.
10. As with any job position at Cheley, you will be living and working in a camp community. At different times throughout the summer you may be asked to help the community some way other than your set job description.
11. Physical requirements: The physical ability and strength to lead activity five days a week. Counselors need to have visual and auditory ability to assess any unsafe environment or hazard, and the physical ability to respond appropriately to situations; especially those requiring first aid.

Please see additional job details based on the type of counseling position you are interested in.

Typical Day for a Counselor

	Monday – Saturday	Sunday
6:45 – 7:00AM	Rise & Shine	
7:30AM	Breakfast	
8:00AM	Cabin/Wagon clean up Prepare for day	Breakfast
9:00AM	Program begins	Unit Staff Meeting or Program sign-ups for following week
11:00AM		Chapel
12:00PM	Lunch	Lunch
1:00PM	Rest Hour	Unit Staff Meeting or Program sign-ups for following week
2:00PM	Program begins	Play Day, All-Camp Campfire, “Lazy Sunday”
4:30PM	Program ends Store Open for treats Camper shower time	
6:00PM	Dinner	Cookout
7:00PM	Campfire	Vespers
9:00PM – 9:30PM	Bedtime	Bedtime

Backpacking

Must be at least 21 years old and have knowledge of the backcountry, Rocky Mountain National Park, and Indian Peaks Wilderness. Must be able to navigate off trail, hiking above timberline. Wilderness First Aid and CPR certifications required.

Essential job functions:

1. Plan backpacking trips of two to five days in duration in Rocky Mountain National Park based on our permits.
2. Plan menus and food prep for each trip.
3. Lead backpack trips of nine campers and two counselors.
4. Teach cooking on backpacking stoves, Leave No Trace ethics, orienteering, basic geology(flora, fauna) and backcountry skills.
5. Drive campers and backpacks (which can change the balance of the van) in a fifteen-passenger van to and from the trailheads.
6. Must have physical strength to carry a heavy pack over varied terrain (snow, tundra, boulders, loose rock, etc.).

Campfire

Campfire counselors run evening programs for their unit, Chapel, All Camp Campfire, Vespers, Choir, Final Banquet, and Recognition Night. During the day, they help in a variety of activity areas as needed. Must be a strong leader, outgoing, creative, team player, and have strong organizational skills. Ability to play an instrument and lead large group singing is preferred. First Aid and CPR certifications are required.

Essential job functions:

1. Create a sense of community in unit, promote the Cheley Spirit.
2. Create a schedule and general routine for your evening campfires.
3. Attend weekly campfire meetings.
4. Recruit participants for Chapel, Vespers, and Banquet.
5. Coordinate and facilitate your unit skit for the All Camp Campfire.
6. Organize, plan, and run the Final Banquet.
7. Recruit participants for and help run choir practice.
8. Serve as a general counselor for daily programs.

Crafts

Plan and implement the craft program for the unit. Experience in planning and teaching creative craft projects: pottery, silversmithing, wood-working, etc. is a plus. First Aid and CPR certifications are required.

Essential job functions:

1. Plan six days of craft projects per week at a level appropriate for unit, with help from Crafts Coordinator.
2. Plan and set up craft show at the end of each term that highlights campers' talents and projects offered over the term.
3. Keep a running inventory of all craft supplies.
4. Make sure the craft shop is kept clean and free of hazards.

HBO

(Hiking, Backpacking, Out of Camp Activities)

Must be at least 21 years old and have knowledge of the backcountry, Rocky Mountain National Park and Indian Peaks Wilderness. Must be able to navigate off trail hiking above timberline. Wilderness First Aid and CPR certifications required. Will spend time hiking, backpacking, outcamping, and accompanying campers on whitewater rafting and/or stand up paddleboarding trips, as needed. See job descriptions for Hiking, Backpacking, and Outcamping for more information.

Hiking

Must be at least 21 years old and have knowledge of the backcountry, Rocky Mountain National Park and Indian Peaks Wilderness. Must be able to navigate off trail, hiking above timberline. Wilderness First Aid and CPR certifications required.

Essential job functions:

1. Plan hiking trips into Rocky Mountain National Park and Indian Peaks National Wilderness five days per week.
2. Drive campers in a fifteen-passenger van to and from trailheads.
3. Day hikes include up to thirteen campers and two counselors.
4. Teach campers Leave No Trace ethics, orienteering, basic geology (flora, fauna) and basic backcountry skills.
5. Must have the physical strength to carry a heavy pack over varied terrain (snow, tundra, boulders, loose rock, etc.).

Horseback Riding

Responsible for teaching the fundamentals of horse handling and basic riding to campers in a safe and fun manner. Depending on camper age, riding experiences include all-day trail rides, instructional ring rides, and overnight pack trips. Staff work with the ranch manager and barn crew to help ensure camper and horse safety. While your first job responsibility is that of a counselor, you are also a part of the horse program and need to be willing and able to balance requirements of both. The goal of the riding program is to teach campers of all skill levels safe horsemanship and horse care. Wilderness First Aid and CPR certifications required.

Essential job functions:

1. Teach fundamentals of riding and horse care.
2. Ride five days a week.
3. Plan and present horse show/open house events, showcasing camper skills in various events at the end of each term.

Outcamping

Must have knowledge of outdoors and a strong ability to plan creative outdoor activities. Outcamps range from one to two nights. Wilderness First Aid and CPR certifications required.

Essential job functions:

1. Plan menu, order food and prepare equipment and supplies.
2. Plan and facilitate games and creative activities.
3. Instruct campers on proper camping techniques, basic geology (area flora and fauna), knot tying, Leave No Trace principles, outdoor cooking, and safe campfire conduct.

Riflery

Run the riflery program for your unit, and help in a variety of activities when riflery is not taking place. Strong emphasis on safety required. First Aid and CPR certifications are required.

Essential job functions:

1. Maintain a safe and organized shooting range.
2. Teach and stress proper gun safety, shooting technique, help campers improve their aim, and teach them how to keep score.
3. Organize and keep records of camper scores and patch earnings.
4. Clean rifles and keep a running inventory of all supplies: safety goggles, ear protection, bullets, targets, etc.

Sports

Lower Chipeta, Lower Ski Hi, Chipeta and Ski Hi only. Sports may include: basketball, soccer, ultimate Frisbee, Frisbee golf, archery, and more. First Aid and CPR certifications required.

Essential job functions:

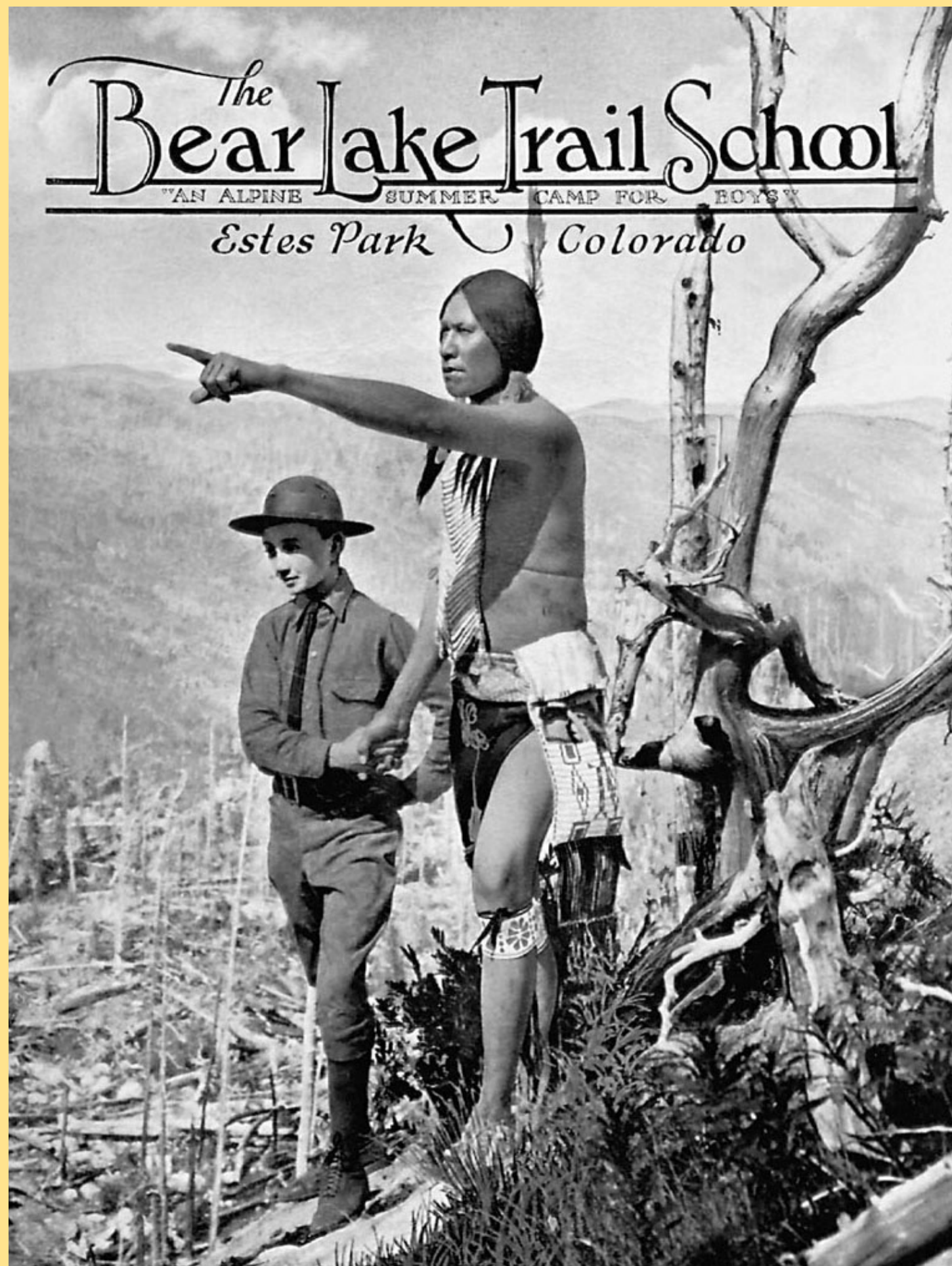
1. Accompany campers on rock climbing trips with KMAC guides.
2. Belay campers on climbing wall, under supervision of Ropes Coordinators.
3. Plan and run Play Day on the first Sunday of the term with the other sports counselors. This is a co-ed track and field day type event.

Mountain Biking

Senior Chipeta, Haiyaha, Girls' Trail's End, Boys' Trail's End only. Sports may include: basketball, soccer, ultimate Frisbee, Frisbee golf, archery, and more. First Aid, CPR, and Wilderness First Aid certifications required.

Essential job functions:

1. Accompany campers on rock climbing trips with KMAC guides.
2. Belay campers on climbing wall, under supervision of Ropes Coordinators.
3. Lead mountain biking for older units: teach campers to ride on rough terrain, fix bikes, size campers to bikes, lead day and overnight trips.
4. Plan and run Play Day on the first Sunday of the term with the other sports counselors. This is a co-ed track and field day type event.



TWO

Leadership Team
unit director
assistant director

Unit Director

Each of the eight units has approximately 60 campers and 15 staff managed by a director and one or two assistant directors. Directors are responsible for all aspects of running the unit. Directors and Assistant Director(s) must be 21 years old.

Essential job functions of both positions:

1. Build a close-knit community through thoughtful and deliberate leadership, planning, and preparation.
2. Provide safe, fun, and cohesive environment for campers and staff.
3. Know each staff member and camper by name.
4. Develop the staff, create leadership opportunities for them.
5. Help each camper feel safe, learn about him/herself and others, and have a fun and memorable summer.
6. Have clear expectations for staff concerning behavior, leadership, and how to do their jobs.
7. Lead weekly staff meetings covering camper concerns, upcoming events, reminders, etc.
8. Create a weekly schedule for campers and staff.
9. Keep records on patches that campers have earned.
10. Write an article about your unit for our newsletter, The Pack Rat.
11. Keep track of meal counts for the kitchen.
12. Maintain a clean lodge and high expectations for unit cleanliness.
13. Review and correct camper reports that are sent home weekly.
14. Complete all paperwork in a timely manner.
15. Make appropriate contact home to parents.
16. Flexibility is imperative.

Assistant Director(s)

17. Provide exceptional experience in management and leadership.
18. Give immediate feedback to staff (when appropriate) and complete two evaluations on each counselor over the summer.
19. Oversee the CILTs (Campers in Leadership Training) in your unit (older units) or on exchange.
20. Communicate concerns with the Boys'/Girls' Camp Director and keep him/her up to date on the needs and current functioning of the unit.

THREE

Support Staff

barn crew

food service

laundry

media team

medical team

nanny

office team

stores

transportation crew

program coordinators



Barn Crew

A crew that cares for the horses at our Land O'Peaks property and the Ranch.

Barn Crew assists the Ranch Manager with care of the camp livestock and related facilities. They assist the Riding Program Director as needed. Because of the nature of working with livestock and children, days can be long, and start and end times are not based on a clock. You will live and work in close quarters with fellow Barn Crew members in the barn area and will be working with the goal of attaining the camp mission statement. The skills listed are not a complete list, and if an applicant does not possess these skills coming into the job, it does not disqualify them from the position. If a person has the willingness to learn and work hard they will be able to be a valuable member of the crew. Must have experience with horses and CPR certification.

General job duties include, but are not limited to:

1. Catching, horse handling, feeding, grooming, mucking stalls/pens, tacking/untacking, horse health care, and occasional training.
2. Assist campers with mounting and dismounting, tying gear onto their saddle, and basic horse handling. These duties will be performed while working alongside the riding counselors.
3. Perform general facility maintenance, fence building and repair, use hand/power tools, operate/maintain machinery and vehicles.
4. Be physically able to lift small square bales of hay and sacks of feed repeatedly.
5. Be willing to work with and around a large group of horses.
6. Be able to drive a full size pickup.
7. Work as a member of a team and an individual to meet the goals of the riding program and camp.

Typical Day

5:45AM	Wake up (could be as early as 4:15 am some days), catch horses turned out for night, grain and feed horses, groom and tack horses
7:30AM	Breakfast
8:30AM	Personal time before campers arrive. Assist campers in getting on horses and send rides out. Once barns are clear, begin mucking stalls. Work with campers with Colts program, hay/grain delivery and barn repairs, etc.
11:15AM	Half-day rides start to return. Help campers dismount and put horses away.
12:00PM	Lunch
12:45PM	Usually some down time during rest hour, depending on what needs to be done.
1:45PM	Water horses for afternoon rides, help the riders mount. Afternoon projects may include: fence building/ repair, supply deliveries, ranch/barn maintenance, working with young horses, etc.
4:00PM	Rides begin to return. Help campers dismount and put horses away, untack, grain horses. After the horses eat, turn out for night.
6:00PM	Dinner
6:45PM	Water horses. After all horses are taken care of, you are done for the day.

Food Service

*(Head Cooks, Assistant Cooks, Kitchen Assistants,
Store Room Manager, Munch Inn Manager)*

*Four head cooks, 14 assistant cooks, six kitchen assistants,
a store-room manager (“Fude Dude”), and two Munch Inn staff
spread over four kitchens.*

Cooks work together to create delicious meals for the camp. We serve three meals a day and the cooks prepare and serve these meals. Experience with cooking in large quantities is preferred. Must be organized, a self-starter, a team player, and a leader with management experience. Must be able to lift 40-50 pounds and stand for extended periods of time while working 10-12 hours per day.

Essential job functions for All Cooks:

1. Prepare three meals a day for 80-250 people.
2. Follow guidelines for food safety and sanitation, basic food prep techniques.
3. Assist with cleaning of pots, pans and kitchen equipment daily.
4. Answer directly to health inspector’s unannounced visits and make necessary changes.

Typical Day

5:45AM	Begin breakfast prep. Turn on equipment needed: ovens, griddles, dish machine. Set up coffee/tea.
7:00AM	Eat breakfast
7:30AM	Breakfast for campers and staff- serve and clean up
8:00AM	Prepare daily food order, receive dairy and food orders and store properly. Prep lunch and as much of dinner as possible. Perform daily and weekly cleaning projects: shelves, hoods, walk-ins, walls, refrigerators, etc.
11:30AM	Eat lunch
12:00PM	Lunch for campers and staff- serve and clean up. Head Cooks: Plan dinner prep and the next day’s food order
1:30 – 3:00PM	Afternoon break- length will vary, depending on how much prep was done earlier in day
5:30PM	Eat dinner
6:00PM	Dinner for campers and staff- serve and clean up. Prep breakfast items. Head Cooks: finalize food order, prepare cleaning and prep lists for the next day.
7:30PM	Finished for the day

On Thursday and Sunday nights, we have cookouts, so the kitchen staff are typically finished earlier than usual.

Head Cooks

Head Cooks must be able to manage the kitchen; supervise and assist the Assistant Cooks with food prep, service, and clean up; and oversee food safety and sanitation procedures. Cooks follow the lead of the Head Cook and are responsible for meal preparation and presentation.

The Heads Cooks is responsible for:

1. Train staff in the use of equipment, food safety and sanitation, and basic food prep techniques.
1. Order food, paper and cleaning supplies daily.
2. Supervise staff, distribute kitchen duties, and perform evaluations.
3. Create a pleasant work atmosphere in kitchen.
4. Supervise cleaning schedules and procedures.

Kitchen Assistants

The Kitchen Assistant is responsible for:

1. General dining hall cleaning (dining hall, kitchen, bathrooms).
2. Setting the dining hall for meals.
3. Washing and putting away dishes.
4. Daily trash run – separating recyclables and disposing of food trash.

Storeroom Manager

The Storeroom Manager, or “Food Dude/Dudette” receives and distributes food supplies from a central storeroom to various kitchens. Must have a valid driver’s license; be patient, organized and flexible; and be able to work independently without a lot of direction. Must be able to lift, unload, and move food and supplies around camp (boxes up to 80 pounds each).

Essential job functions:

1. Receive deliveries – store properly, rotating stock as appropriate.
2. Keep inventory of all food, paper and cleaning supplies.
3. Check in with Head Cooks and Munch Inn daily for order sheets.
Deliver food, paper and cleaning supplies to kitchens daily.
Deliver to Trail’s End Ranches three times per week.
4. Maintain cleanliness delivery van, storeroom and dock.
5. Assist with the collection and disposal of trash around camp.
6. Help set up, deliver, and serve food as needed for special events.

A Typical Day for Storeroom Manager

A typical day starts at 6:30 am and finishes by 4:30 pm. The hours are estimates as they are contingent on how fast you work, delivery trucks being on time, and getting food orders in a timely manner.

Munch Inn Manager

Munch Inn manages menus and bulk lunches submitted by staff for out of camp trips. Must be able to lift boxes up to 40 pounds and move food. Munch Inn hours of operation are 7:00 am – 5:30 pm.

Essential job functions:

1. Practice food safety and sanitation procedures.
2. Read and assemble menus from counselors.
3. Assemble bulk lunches for out of camp trips.
4. Order and restock food and supplies.
5. Maintain a clean and friendly environment.

Laundry

The laundry team is responsible for washing all camper laundry each week. Skills needed: positive attitude, ability to work well with others, flexibility, patience, organization, self-starter. Must have a valid driver's license.

Essential job functions:

1. Pick up, wash, and deliver camper laundry.
2. Keep linen storage clean and organized and manage inventory.
3. Clean the laundry room and laundry van.
4. Distribute linens to units weekly. This requires driving a 15-passenger van at camp and on mountain roads (training provided).
5. Communicate laundry needs with the Laundry Coordinator.
6. Communicate with nurses regarding laundry needs.
7. On days when there is no camper laundry, you will help with other tasks such as: working in the store, kitchen, or Munch Inn; cleaning; airport crew; parking and greeting parents; and office support.

Typical Day

6:30AM	Collect laundry from units and start first load
7:00AM	Eat breakfast
7:45AM	Continue laundry for remainder of day. Clean and organize laundry and linen rooms. Return clean laundry to units.
12:00PM	Lunch
1:00PM	There will be short windows for small breaks. Laundry will usually be completed by the middle of the after noon and you will be finished for day, unless other tasks are assigned.
6:00PM	Dinner. If there is no additional laundry, evening off.

Media Team

(Graphic Designer, Photographer, Online Editor, Videographer)

Typical Day

There will be times you have evening responsibilities and may have an hour of free time during the day. During a typical week, you should be out of camp all day on program at least two days. This could include: rafting, hiking, visiting an outcamp, or participating in other activities.

7:30AM	Breakfast
8:15AM	Plan your day
9:00AM	Program begins – capture footage or work on projects
12:00PM	Lunch
12:45PM	Office time to edit photos, organize photos/video, download footage, print emails, and meet with team
2:00PM	Take photos or work on projects in the office
4:30PM	Free time for campers – capture needed photos or work with media team
6:00PM	Dinner
7:15PM	Time off or capturing special events

Graphic Designer

Essential job functions:

1. Be proficient in InDesign and Photoshop on a Mac computer.
2. Design, layout, and complete the 86-page Yearbook, using InDesign. Meet yearbook deadlines.
3. Work closely with Dave Schmidt at Studio 2 on the yearbook production.
4. Create a folder of photos for the Pack Rat newsletter.
5. Create a folder of pictures of scholarship campers for the John Austin Cheley Foundation.

Online Editor

Essential job functions:

1. Upload 15-20 photos of each unit daily to the Cheley Connection.
2. Post newsletters daily in the Cheley Connection.
3. Print emails from camper parents for campers daily.
4. Assist the rest of the media team as needed.
5. Provide customer support for the Cheley Connection.

Photographer

Essential job functions :

1. Capture necessary footage for print marketing from every unit and program area.
2. Take unit pictures and activity pictures for the yearbook, website, and slideshow.
3. Manage and organize photos on the computer, remove duplicates.
4. Work with media team to create a schedule that will allow equal coverage of all units and all activities.
5. Assist online editor, graphic designer and videographer as needed.
6. Be proficient in Adobe Photoshop and InDesign on Mac computer.

Videographer

Essential job functions:

1. Capture necessary footage for video marketing from every unit and program area. Design, create and complete promotional video using Final Cut Pro or Adobe Premiere Pro on a Mac.
2. Manage and organize video footage on the computer.
3. Complete other video projects.
4. Update “The Cheley Experience” video.
5. Help create staff slide show at the end of staff training.
6. Assist units with creation of slide shows for the end of each term.

Medical Team

(Nurse, Nurse Aide, EMT, Doctor)

Six nurses and one nurse aide, covering four health centers.

Typical Day

7:15AM	Camper medications
7:30AM	Breakfast
8:00AM	Camper medications and care Clean and re-stock, prep medications
9:00AM	Town run for doctor visit, paperwork, clean, assist with care
12:00PM	Lunch
12:30PM	Camper medications and care, clean and re-stock Town run for doctor visit, paperwork, clean, assist with care
6:00PM	Dinner
6:30PM	Camper meds and care (prep for next day) Gather info from all health centers for daily report
8:30 – 9:15PM	Camper medications and care
9:00 – 9:30PM	Camper bedtime

Nurse

Nurses are responsible for health care in their unit(s). Land O'Peaks nurses cover days off for Trail's End Ranches. Must be licensed as RN, LPN, or doctor, and have CPR certification.

Essential job functions:

1. Review current standing orders for camp health care protocols.
2. Keep health centers stocked with appropriate supplies.
3. Stock and re-stock First Aid kits carried by counselors out of camp.
4. Review camper medical histories and needs prior to their arrival.
5. Manage camper check in on arrival day: review allergies, meds and health needs, and oversee lice checks. Contact parents as needed to discuss discrepancies in needs and meds brought to camp.
6. Make campfire presentations about health promotion practices.
7. Determine when campers require evaluation by doctor, clinic, or ER.
8. Keep accurate record of all camper and staff visits to health center.
9. Store, distribute, and document all medications for campers. Pack needed medications for out of camp activities.
10. Assist with worker's comp paperwork if staff is injured on the job.
11. Complete report when campers are taken to local clinic/ER.
12. Communicate regularly with directors regarding camper needs.
13. Contact parents if campers spend the night in the health center or are taken to the clinic/ER.
14. Supervise and evaluate the nurse aide (Land O'Peaks only).

Nurse Aide

The nurse aide supports the nurses. First Aid and CPR certifications required.

Essential job functions:

1. Support the nurses however needed.
2. Review current standing orders for camp health care protocols.
3. Keep health centers stocked with supplies and oversee ordering.
4. Stock and re-stock First Aid kits carried by counselors out of camp.
5. Assist with camper check in on arrival day: review allergies, meds, and health needs, and assist with lice checks.
6. Assist with campfire presentations about staying healthy at camp.
7. Keep accurate record of all camper and staff visits to health center.
8. Assist with medication distribution and packing of medications for out of camp trips.
9. Transport campers to physician, dentist or other medical appointments.
10. Complete report when campers are taken to local clinic/ER.
11. Complete daily health care report for directors regarding all four health centers.

Nanny

Four nannies that supervise the children of our year-round staff.

Responsible for childcare for staff children under age of thirteen. Experience with young children, First Aid and CPR are required. Must have a valid driver's license and a high level of energy and enthusiasm.

Essential job functions:

1. Work in the camp childcare center with other staff and up to 15 children each day.
2. Hours vary but will generally be 8:00 am – 6:00 pm plus 1-2 evenings per week. Thursday mornings most families need childcare at 6:50 am during our staff meeting.
3. Younger kids may need help with diapering, potty training, bottles, snacks, and naps.
4. Plan a variety of daily activities for a wide range of ages.
5. You may be asked to sit with kids at mealtimes.
6. You will have one day off per week and most evenings off.
7. You may be working when other staff members are off, and you may be off when other staff members are working.
8. Final Weekend of each term is busy and may require more hours.
9. Nannies live together in Aspen Haus in shared rooms with electricity, bunk beds, and bathrooms.
10. You should come prepared with games and activity ideas.
11. The childcare center should be cleaned up at the end of the day.
12. You may be asked to assist with light housekeeping and laundry.
13. If there are days childcare isn't needed, you will assist with other camp jobs in the office, store, laundry, etc.

Typical Day

7:00AM	Children arrive on Thursday during morning staffing meeting
7:30AM	Breakfast
8:00AM	Children arrive most other days
Morning	Play outside, trip to town, field trip, etc.
12:00PM	Lunch
Afternoon	Naps for younger kids, quiet time, school work, play outside, trip to town, etc.
5:45PM	Most children depart
6:00PM	Dinner
Evening	Free time most evenings. Occasionally a family may need help with evening/bedtime.

Office Team

(Office Assistant & Travel Coordinator)

All office staff members answer the phone, handle staff requests, meet parents, pick up and sort mail, clean the office, and assist in the day-to-day operations of the office. They support our year-round office staff. Must have experience with computers (e-mail, Word and Excel) and basic clerical work, excellent phone manners, and a valid driver's license.

Essential job functions:

1. Answer phones and give information about Cheley.
2. Greet visitors, help them sign in, give information and tours.
3. Type and photocopy programs for Horse Show and Chapel.
4. Respect confidentiality when working on paperwork tasks.

Travel Coordinator

The Travel Coordinator oversees all travel to and from camp for over 900 campers. This includes contacting parents and airlines, rising early on arrival and departure days to manage changes, and assisting with office tasks as time permits. This person must be very detail oriented, proficient on the computer, and have excellent phone manners.

Typical Day

7:30AM	Breakfast
8:30AM	Begin work in office. One person works from 8:00 am – 6:00 pm each day on a rotation.
12:00PM	Lunch
1:00PM	Continue work in the office
5:00PM	End work for the day
6:00PM	Dinner

*Travel Coordinator will be up around 4:00 am on the busy travel day at the start of each term.

Store

Stores personnel run the camp stores that are open after breakfast and after activities in the afternoon. Stores stocks Cheley clothing, soda, candy, and basic equipment. The stores staff manage inventory, restock, sell, keep track of store charges, and imprint t-shirts. Campers and staff charge against accounts, and parents may use cash, check or credit cards. They go to town twice per day to run the staff shuttle, pick up mail, and complete other necessary errands. S/he also sorts all of the mail each day, collects trash and recycling, and cleans two community bathrooms.

Essential job functions:

1. Oversee the basic operations of the camp stores.
2. Assist in the office as needed on a daily basis.
3. Stock inventory, make displays.
4. Keep stores stocked at Boys' Trail's End and Girls' Trail's End.
5. Keep track of store purchases for each camper, and watch their accounts as not to let campers over charge.
6. Record t-shirt purchases and imprint clothing as needed.
7. Inventory at the start and end of the season.
8. Pick up trash and recycling daily.
9. Clean two community bathrooms daily.

Typical Day

7:30AM	Breakfast
8:30 – 9:00AM	Store open for supplies
9:00AM	Shuttle to town. Tasks may include: stocking, re-ordering, imprinting t-shirt, popping popcorn, and receiving ice cream orders, trash run, bathroom cleaning.
12:00PM	Lunch
1:00PM	Collect mail from Chipeta and Ski Hi Lodges, town run for mail, pick up staff. Additional tasks left from AM.
4:30 – 5:45PM	Store open for treats
6:00PM	Dinner

Transportation Crew/CheDOT

Transportation Crew/CheDOT handles daily transportation and maintenance needs, including busing campers to trail heads and outcamp sites. They sweep lodges and porches, and do other general maintenance such as fixing screens, roofs, toilets, furniture, cutting/splitting firewood, etc. Those driving campers must be at least 21 years old and have or be willing to obtain a commercial driver's license (training provided). Those driving equipment must be at least 19 years old with a valid driver's license.

Essential job functions:

1. Provide safe transportation using 15-passenger vans, 24-passenger shuttles, and buses.
2. Provide upkeep of all camp facilities.
3. Work ten hour days, 6 days a week.
4. Drop off equipment at outpost sites using camp vehicles.
5. Keep outpost sites clean and prepared for each camp group.
6. Ensure camp property is kept at a high standard.

Typical Day

7:00AM	Arrival, check vehicle fluid levels, blow off porches Breakfast
7:30AM	Breakfast
8:30AM	Drive campers/equipment to camp sites – one or more runs each day. Other tasks include: vehicle cleaning and maintenance; making friendship candles; maintenance tasks; trash run; help swing or barn crews; mop dining hall; sweep and blow out Chapel.
12:00PM	Lunch
1:00PM	Continue morning tasks
5:00PM	End work most days. Some days are longer we will ask more of you.
6:00PM	Dinner

Program Coordinators

Program Staff is responsible for staff training, fun and innovative lesson plans, supervising and evaluating staff, obtaining supplies, and overseeing equipment maintenance and inventory. Each day is different, and may involve observing or teaching in the activity area, planning, and meetings with the program directors. Must be organized.

Typical Day

7:30AM	Breakfast
Morning	Work in area, check on team, planning
12:00PM	Lunch
Afternoon	Work in area, check on team, planning
6:00PM	Dinner
Evening	Free time most evenings

Crafts Coordinator

Must have knowledge of arts and crafts and background in art. Teaching experience in the arts preferred.

Essential job functions:

1. Train the eight crafts counselors and support their needs.
2. Create fun and innovative craft projects for the summer.
3. Oversee our silversmith, wood working and ceramics programs.
4. Oversee the craft shows put on by the craft counselors during Final Weekend of both terms.

Ceramics Specialist

Must have extensive knowledge of ceramics. Teaching experience in art preferred.

Essential job functions:

1. Plan and teach half and full-day ceramics classes to male and female campers, ages 9-17.
2. Create castings for glazing.
3. Be available four days a week for afternoon free time hours when campers may complete projects.
4. Fire all camper projects, keep an inventory of camper work and help campers to complete their projects.
5. Set up a ceramics show at the end of each term that showcases the projects for parents.

Woods Specialist

Must have knowledge of woodshop tools and safety, First Aid and CPR. Teaching experience in the arts preferred.

Essential job functions:

1. Plan and teach full-day woodshop classes to male and female campers ranging in age from 9-17.
2. Create sample wood craft designs to display for campers.
3. Be available three days a week during camper free time (4:00-5:15) when they may work on projects.
4. Keep an inventory of campers projects and help them complete their projects.
5. Set up a woodshop show at the end of each term that showcases the projects for parents.

Outcamping Coordinator

The Outcamping Coordinator is responsible for organizing and packing the equipment necessary for overnights, overseeing the cleaning and maintenance of equipment upon return, maintaining and/or fixing broken equipment, monitoring trash, cleaning the Stuff Inn bathroom, and helping with parking. He/she oversees the outcamping program, maintains and repairs fishing equipment, and leads the fishing program. First Aid CPR certification required.

Riflery Coordinator

The Riflery Coordinator trains and supervises the Riflery counselors (up to 8). He/she ensures that all equipment is in working order and safety procedures are being followed, keeps inventory of rifles and ammunition, repairs and maintains rifles, and orders supplies when needed. Requirements: riflery experience and certification, First Aid and CPR certification.

Rockstock

Rockstock is a beautiful parcel of land complete with a stream, mountainous landscape, and easy access by a dirt road. There is a shelter to store gear and food and to prepare meals, a stone fire pit, a tree house, a few low ropes challenge initiatives, an outhouse, and numerous sites for building shelters and setting up camp. Rockstock is designed to provide an enjoyable, educational, advanced outcamping experience for groups of 12 kids, with help of one or two counselors.

The Rockstock Coordinator works either with all boys or all girls and has a group for two to three days at a time. He/she is in charge of all aspects of the Rockstock program: meal planning and preparation, program planning (group games, leadership skills, orienteering, nature crafts, sling shots, hiking, bracelet making, fire safety, fire building, knots, making shelters, Leave No Trace ethics, etc.), equipment requisites, overall safety of the site and property maintenance needs, and providing a creative learning environment for the campers. He/she lives outdoors five days of the week. The Rockstock Coordinator must be able to be very independent, and yet connected to the Cheley community, and the Cheley experience. Wilderness First Aid and CPR certifications required.

Ropes Coordinators

(Low ropes facilitator, climbing wall facilitator, two high ropes facilitators, and one ropes coordinator)

Oversee general upkeep of elements and equipment, including keeping record of all equipment inspection and monitoring safety and possible hazards. Be creative and implement a variety of activities to accommodate both the age ranges as well as make up of groups. Experience leading low ropes group processing, facilitating high ropes elements, or leading climbing wall. Ability to teach proper belay, knot tying, and safety procedures. First Aid and CPR certification.

Climbing Wall Facilitator

Work with groups of 8-12 campers and one counselor in half-day sessions, five days a week.

Low Ropes Facilitator

The challenge course consists of low ropes elements. Take groups of 8- 10 campers through the teambuilding exercises in half-day sessions, five days a week. Process each exercise with group, oversee general upkeep of the course.

High Ropes Course Responsibilities:

Take groups of 10-14 through half and full day programs on our high ropes course.

Typical Day

7:30AM	Breakfast
Morning	Facilitate a group at low ropes, high ropes, or climbing wall
12:00PM	Lunch
Afternoon	Facilitate a group at low ropes, high ropes, or climbing wall
6:00PM	Dinner
Evening	Free time most evenings

— click here —

APPLY

NOW