Trefoil Academy of Magery and Sorcery: The Summer Session

Dawn's Steward (Operations)

Classification: Seasonal exempt
Reports to: Dawn Lead

The overall responsibility of Dawn's Stewards is to provide operations and logistics support during the set-up, operations of, and shut down of camp. Not only are Dawn's Stewards in charge of taking care of the routine operation related tasks (e.g. bunk inspections, mail delivery, snack delivery), Dawn assists with setup/shut down of activities, runs the dining hall, runs errands, and problem solves as different logistic issues comes up.

Interested candidates must possess the ability to learn quickly, be flexible, demonstrate a positive attitude and willingness to serve others, and bear the appropriate and valid external certifications for this setting.

Essential Duties:

- Assist with the rolling check-in and check-out process.
- Oversee dining hall operations, including meal setup, service, and cleanup.
- Support the setup, maintenance, and closure of buildings; this may include assisting with unexpected issues, such as bathroom clogs or fixing doors that do not lock.
- Run the Dining Hall during meal shifts. An SOP is provided.
- Run errands as needed to support camp operations.
- Provide assistance in the kitchen when required.
- Perform Daily Granger Inspections to ensure cleanliness and order.
- Address any tasks or responsibilities that arise during camp operations.
- Troubleshoot and resolve problems that occur throughout the week.
- Participate as various monsters or NPCs once primary tasks are completed.
- Complete any additional duties assigned by the camp director.

Certifications:

Individuals must have a valid certification at least two weeks before camp starts.

- The minimum requirements:
    - Must be willing to get first aid/cpr certified if asked. (Camp will reimburse for successful completion of the course once you arrive on site. Early reimbursement is available on a case-by-case basis)
    - Must successfully pass a background check
    - Must be willing to become Safeserv certified via an online course.
- Preferred current certifications:
    - Driver's license (to allow members of Dawn to run errands)
    - Currently Safeserv certified

    - Currently child/adult first aid/cpr with AED certified

Qualifications:

- Proactively identifies and acts on tasks with little to no direction.
- Effectively problem-solve using limited resources.
- Demonstrates excellent communication skills.
- Possesses strong analytical and critical-thinking abilities.
- Adapts easily to changing circumstances and needs.
- Feels confident speaking in front of large groups.
- Anticipates potential outcomes and prepares accordingly.
- Follows through on commitments and assigned tasks.
- Understands the boundaries of their expertise and seeks help when needed.
- Excels at managing risks, recognizing the interconnectedness of different areas.
- Maintains composure in high-stress, chaotic situations.

Other Job Duties:

- Check and participate on Discord on a weekly basis. This is the team's main means of communication and team building during the prep season. Communicate in a timely fashion over the prep season.
    - Interact regularly (e.g. min. bi-monthly) with your assigned house team in the prep season
- Attend monthly virtual staff meetings
    - Attend virtual Dawn's Stewards planning meetings and house meeting (1) as applicable.
- Assist with the initial loading of the moving truck as needed before camp.
- Assist with the unloading and re-loading of the moving truck at site.
- Assist with inventorying of supplies (prep season and shutdown)
- Contribute to verbal and written evaluations
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Any other duties as assigned by the director

Relationships:

- Kitchen staff: Dawn assists the kitchen as able during peak busy times provided it does not interfere with other duties
- Counselors staff: Counselors and Dawn staff work closely together. Counselors report various site issues after they have attempted to resolve them on their own. Dawn also assists with the set-up and shut down of some camp wide activities.
- Medical staff: Dawn helps ensure that medical has everything that they need

Qualifications:

Minimum

- Must be 16 years of age or high school graduate.

- Must be willing to become certified in First Aid/CPR.
    - Camp will reimburse for successful completion of the course once you arrive on site. Early reimbursement is available on a case-by-case basis.
- Ability to interact with all age levels.
- Must submit the paperwork by their deadlines
- Must successfully pass a background check
- Must be willing to learn how to gamemaster
    - You will need to attend the virtual practice sessions in the prep-season. It is not a skill that can be learned at the last minute with proficiency.
- Must be willing to learn how to role-play as a character
    - You will need to attend the virtual practice sessions in the prep-season. It is not a skill that can be learned at the last minute with proficiency.
- Must be willing to design a costume for your character
- Must complete at least 40 hours of training before arriving.

Preferred

- Currently hold a First Aid/CPR certification for all ages with AED
- Prior gamemaster experience
- Prior roleplay experience
- Prior costume design and development experience

Knowledge, Skills, and Abilities:

- Passion for storytelling, improvisation, and live-action role-play.
- Ability to work independently and as part of a team.
- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff. Communication will occur in-person, via writing, over a walkie, and via discord
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-development techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to handle high heat without air conditioning.
- Willing to live in the camp setting and work irregular hours with limited or simple equipment and facilities.

- Able to endure prolonged standing, some bending, stooping, walking long distances on uneven terrain
- Physically capable of safely lifting 30 lbs.

Working Conditions:

- Onsite room and board is provided once the kitchen is open on Saturday evening.
- There is electricity, running hot/cold water. Air conditioning is dependent on the site location.