


PRE-RECRUITMENT INSIGHTS




- Staff members' qualifications, commitment, and effectiveness largely depend upon the camp director and the relevant individual's ability to recruit and train the staff.
- Each staff member is a vital component in accomplishing organizational goals and outcomes.
- Embrace diversity: If a person comes from a cultural and ethnic background different from most of the staff, they may add an exciting dimension to the experience of both campers and staff.
- Designing a staff organizational model that parallels the camp's mission, goals, desired outcomes, and resulting program is essential.

4 ELEMENTS OF THE STAFF ORGANIZATION



JOB RESPONSIBILITIES

Outline the job responsibilities that will be required by the program design:

- The **general** responsibility
 - The **specific** responsibilities
- 


NUMBER OF POSITIONS

Determine the number of positions needed.

Staff-to-Camper Ratios are critical for:


- Accomplishing *goals* & desired outcomes
- Ensuring *Health & Safety*.

ACA standards identify minimum ratios of staff on duty with campers in living groups & activities.




LINE OF SUPERVISION

Consider the Line of Supervision **for each position**. The camp's **program philosophy** will determine the *number, experience, and complexity* of the staff. In determining supervision patterns, a *diagram* begins to take form. The *general rule for the supervisory ratio is 1 to 7*.



JOB DESCRIPTIONS

Descriptions are **essential** in helping each staff member **understand the specific elements** of the job for which they are responsible and the **abilities and skills** needed to perform that position. A good job description shows *how one position correlates with others in the staff organization* and provides the basis for performance appraisals.



Purpose



cultivate a dynamic and responsive staff team, enriching the camp environment for staff and campers alike

Revising the existing organizational structure each season is paramount in ensuring staffing needs are met and recruitment efforts remain productive. By periodically evaluating and adjusting the organizational framework, camps can adapt to evolving program requirements and effectively address staffing demands. This proactive approach enhances operational efficiency and contributes to the overall success of the camp experience.



ONLINE ACADEMY
S4 E4 - STAFF RECRUITMENT

the ultimate job description

CHECKLIST

A CLEAR POSITION TITLE:

Fancy titles tend to confuse others!

RESPONSIBLE TO:

The name of the supervising position: source of counsel & performance appraisal

GENERAL RESPONSIBILITY:

Purpose of position: a simple descriptive statement

ESSENTIAL FUNCTIONS OF POSITION

Relates to the general responsibility.

LIST OTHER DUTIES:

Other job duties and requirements.

RELATIONSHIP TO OTHERS:

members of staff or outside service providers.

EQUIPMENT:

Used in performing duties.

QUALIFICATIONS:

Minimum education & minimum type/length of experience.
ex. avoiding water-related injuries with skilled staff

KNOWLEDGE, SKILLS & ABILITIES NEEDED

Certain positions: essential to hire with previous experience.
Certifications may be required. Consider safety factors.

PHYSICAL EXPECTATION:

Consider physical, cognitive, visual, auditory and other required abilities related to the essential functions.

NOTES:

