

MH KC STAFF

Empower Individuals with Developmental Disabilities

**EARN
INTERNSHIP
HOURS**

**Volunteer
OR
Get PAID!**

**GAIN LIFE-LONG
SKILLS**

**Become a best friend, a
better version of yourself
& make a difference**



ABOUT

MT. HOOD KIWANIS CAMP

Mt. Hood Kiwanis Camp is committed to hiring a highly professional team of employees who bring specialized skills and are also personally dedicated to our mission of empowering children and adults with developmental disabilities.

Our programs are led by passionate, enthusiastic, and kindhearted people who believe in helping us create the magical camp culture of the organization. Their hard work and commitment to success help bring new opportunities for independence and personal growth to all of the children and adults who attend Mt. Hood Kiwanis Camp.

We believe that if people are having FUN at camp, all of the benefits of our programs will come through. If we are having fun doing the jobs we love, campers and staff members alike benefit. This is why we have a team-based approach to our work environment and offer the training needed to be a successful part of our camp community.

Are you a future Mt. Hood Kiwanis Camp summer staffer?

What does ACA mean?

The term “ACA” is frequently used in Camp and course materials, and the acronym is regularly heard up at Camp. ACA is the American Camp Association and is the organization through which Mt. Hood Kiwanis Camp earns accreditation as a reliable camp providing superior programming to persons with disabilities. The Camp’s policies and procedures are written to adhere to ACA guidelines and it is a counselor’s responsibility to be aware of the Camp’s policies and follow them while they are at MHKC.



CHOOSE MHKC

It's more than just a job.
It's life-changing.

Why?

- ✓ Build a solid resume!
- ✓ Lodging & Meals included
- ✓ Expand your leadership skills
- ✓ Cultivate your:
 - Oral Communication Skills
 - Critical Thinking Skills
 - Collaborative Skills
- ✓ Networking Opportunities
- ✓ Future Job Opportunities
- ✓ Letters of Recommendation

...AND SO
MUCH MORE!

DIVERSITY, EQUITY & INCLUSION

EQUITY STATEMENT

Mt. Hood Kiwanis Camp (MHKC) honors organizational diversity with regard to race, gender, sexual orientation, gender identity, age, culture, language, and all abilities. This deepens understanding in everyone, making MHKC a more equitable and inclusive organization to the benefit of all. We seek to raise self-awareness of our gaps in equity and inclusion by consciously creating, monitoring, and maintaining diversity among our campers, staff, volunteers, and board of directors.

ANTI-RACISM STATEMENT

We acknowledge that racism is pervasive and exists. As an anti-racist organization, we vow to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. We will acknowledge and dismantle any racism that occurs within our organization, whether it be conscious or unconscious. We will also challenge ourselves to understand and correct any inequities we discover and gain a better understanding of ourselves during this continual, purposeful process.



THE STAFF ROLE

The glue to Camp is the Staff! There are many different roles you could have as a staff member. The staff is there to support counselors and provide a safe and fun environment for the campers. You are responsible for the care, encouragement, and support of campers. Care comes in the form of supporting personal care, positive behavior, and supervision at all times. Encouragement is practiced the whole time the campers are at Camp. Support can come in many forms, sometimes physical or emotional. You will need to model camp life by singing camp songs, playing games, and participating in activities. The staff position has many responsibilities.



Each week most of our campers will need personal care assistance. They need help transferring in and out of their wheelchairs, dressing, showering, and toileting or assistance with changing Attends. **You will be given training on providing personal care with consideration for the feelings of the person you are helping.**

You will always be paired with at least one other counselor or staff member when performing these tasks, and never be alone with a camper in these scenarios.

We know that helping another person with showering, toileting, and changing Attends is hard for anyone. For a lot of staff, this is a new experience and it is only natural to be nervous or apprehensive. Remember, too, that about half of our camper participants are teens or adults, so you may also help persons the same age or older than you are with these tasks. Also, because we have more women staff than men staff at camp, but usually 50% men and 50% women campers, women staff will provide personal care for male campers and vice versa. All of these personal assistance tasks are done with many others around in the sleeping and bathroom areas.

REQUIREMENTS

Each summer, we hire nearly 90 summer staff and have over 200 volunteers to help make the magic of Mt. Hood Kiwanis Camp possible.

- ☑ All staff must attend ALL STAFF TRAINING and any additional trainings.
- ☑ Encouraged to commit to 2 sessions (4-weeks). **Nurses can work 1 week at a time*
- ☑ Must be able to pass a background check.
- ☑ Be CPR/First Aid/AED certified or willing to obtain.
- ☑ Have an Oregon Food Handler's Permit or are willing to obtain.
- ☑ MHKC is a drug and alcohol-free camp, including cannabis, as we are on federal land. Staff must be free of these substances the entire time they are on Camp property.
- ☑ Must be 18 years old or older.



CAMPER CARE TEAM

Positions Available



Counselor Supervisors (CS): Oversees the overall supervision of an assigned group, including campers, staff, and counselors. Ensures paperwork is in on time. Leads group meetings. Ensures camper safety and well-being. Previous MHKC experience is preferred. Must be 21 years or older.

Assistant Counselor Supervisor (ACS): Assists in the overall supervision of assigned group, including campers and counselors. Ensures paperwork is in on time. Assists in group meetings. Ensures campers' safety and well-being.

Logistics Coordinator/Floater: Oversees group departures, runs errands, chops wood, Johnny-on-the-spot. Backs up groups and staff to ensure camp runs smoothly. Behind the scenes, the job requires excellent time management, punctuality, and initiative. Previous MHKC experience required. Required to attend Oregon Intervention Systems (OIS) training.

Behavioral Support: Provides additional support to campers with behavioral needs and their staff. Be extra support throughout the days to groups. Contribute to morning, break, and night duty spots with the leadership team. Previous MHKC experience preferred. Required to attend Oregon Intervention Systems (OIS) training. Works Sunday-Wednesday.

PROGRAM STAFF

Positions Available



Program Staff facilitate all program areas around Camp, following a schedule. Program Staff lead the evening activities such as Campfire (skits and songs on stage), are assigned to a camper group for extra support when they do not have a group at their program. They eat meals with that group and assist at night while groups are in meetings. They will assist campers with personal care, morning or nighttime routines but best of all be their new friends as well!

Adventure Course Facilitator: Leads and delivers programming at camp's adventure course. MHKC has a rock wall, zip-line, flying squirrel, stream crossing, and a giant swing. Required to attend an additional training weekend to get certified on our elements.

Arts and Crafts Facilitator: Delivers arts and crafts programming, rinses/cleans tie-dye t-shirts, keeps the art building clean and organized.

Horseback Riding Facilitator: Leads and delivers horseback riding programming. Manages and cares for the camp's four horses. Must have horse background/experience. Required to attend additional training.

Lifeguard- Pool: In charge of lifeguarding all pool-related activities. Responsible for basic care of pool facilities. Lifeguard certification required or willing to obtain.

Lifeguard- Waterfront: In charge of lifeguarding all camp activities that take place at Trillium Lake, especially canoeing. Lifeguard certification required or willing to obtain.

Recreation Facilitator: Delivers recreation games, sports, adaptive bikes, fishing, and team-building activities.



CERTIFIED STAFF

Positions
Available

Camp Nurse (Monday-Saturday):

Directs all aspects of the health and safety of campers, counselors and staff. Duties include health and medicine reviews at check-in, medication pouring and dispensing, providing first aid and general health care, on-call at night, and assisting in emergencies. RN's and LPN's only. Works in Main Camp only.

Speech and Language Pathologist (SLP) OR Occupational Therapist (OT) Monday-Wednesday: Guide and educate counselors and staff on best practices on how to communicate with campers. Teach and monitor counselors and staff on campers feeding protocols and transfers. Be extra support throughout the days to groups. Assist with behavior management through communication tools. Contribute to morning, break, and night duty spots with the leadership team. Required to attend Oregon Intervention Systems (OIS) training.



OTHER PAID POSITIONS

Custodian: Maintains the cleanliness and maintenance of the camp buildings, restrooms, and common areas.

Kitchen Staff: Assists our Chef in all food and dining services, including prep, cleaning, serving, and dishwashing.

[EXAMPLE] A DAY IN THE LIFE

7:00AM

OR EARLIER! **WAKE UP** - COFFEE & TEA ARE AVAILABLE BEFORE YOU GET STARTED! STAFF REPORT TO THEIR GROUP OR PROGRAM AREA TO SET-UP.

8:15AM

FLAG & BREAKFAST - ALL OF CAMP GATHERS AROUND THE FLAG POLE TO SING SONGS AND WAIT TO HEAR THE BELL RING THAT BREAKFAST IS READY.

9:15AM

ACTIVITIES - ALL GROUPS WILL FOLLOW THEIR OWN SCHEDULE ROTATING TO ALL THE ACTIVITY AREAS THROUGHOUT THE WEEK. PROGRAM STAFF WILL HAVE GROUPS ROTATING THROUGH THEIR AREA.

12:30PM

LUNCH - EVERYONE WILL WAIT OUTSIDE THE DINING HALL FOR THE BELL TO RING THAT LUNCH IS READY.

1:15PM

REST TIME - GROUPS GO BACK TO THEIR LIVING QUARTERS AND FIND A QUIET ACTIVITY TO DO. A PROGRAM STAFF STAYS TO BE ON "BREAK DUTY" EACH DAY (THIS ROTATES BETWEEN COUNSELORS & PS).

2:15PM

ACTIVITIES - ALL GROUPS WILL FOLLOW THEIR OWN SCHEDULE ROTATING TO ALL THE ACTIVITY AREAS THROUGHOUT THE WEEK. PROGRAM STAFF WILL HAVE GROUPS ROTATING THROUGH THEIR AREA.

6:00PM

FLAG & DINNER - ALL OF CAMP GATHERS AROUND THE FLAG POLE AGAIN TO SING SONGS AND WAIT TO HEAR THE BELL RING THAT DINNER IS READY.

7:15PM

EVENING ACTIVITY - CAMPFIRE, DANCE, COOKOUT, BBQ ETC.

8:30PM

BEDTIME - ASSIST CAMPERS WITH BEDTIME ROUTINES, PS ASSIST TOO.

9:00PM

GROUP MEETING - CS/ACSs MEET TO DEBRIEF ABOUT THE DAY W/ GROUP & PS HANGOUT W/GROUPS.

10:00PM

NIGHT ACTIVITIES - (optional) STAFF & COUNSELORS WILL HAVE OPTIONS TO HANGOUT.

11:15PM

CURFEW - YOU MUST BE IN YOUR BUNKING AREA. PLEASE GET SOME SLEEP!



THE CAMPERS

All of our campers have developmental disabilities. Some of our campers have other disabilities that accompany the developmental disability such as emotional, physical, sensory, or learning. The types of disabilities you might see at Camp include, but are not limited to Autism, Down Syndrome, Cerebral Palsy, Fetal Alcohol Syndrome, Intellectual Disabilities, etc.

Some individuals need assistance in many of the tasks of everyday life, continual supervision, and support. Here are a couple of examples of campers that attend MHKC.



“
At Camp,
I can fly!
”

Sam has an Intellectual Disability and Cerebral Palsy. They have limited mobility, language, and utilize a wheelchair which requires full personal care. Their physical disabilities are such that they cannot sit on a toilet, and thus wear an Attend, which needs to be changed several times a day. Sam needs help dressing, grooming, and needs to be fed at meals- all responsibilities of their counselor(s). Sam has needed this kind of assistance since birth and is used to and comfortable with others' assistance. Sam is very bright and has a great sense of humor, and loves Camp.

Jesse has Autism. Jesse is nonverbal and lets others know what they need or want through actions. Jesse has a hard time understanding spoken words. When Jesse is at Camp, we use a picture schedule of activities and icons of different objects for communication. Sometimes Jesse will point to a picture of what they want but other times will just go and get it. Jesse is very active and constantly moving. Jesse is sensitive to lots of noise so a quiet space is always available to go. In many ways, Jesse shows us they are happy to be at Camp and having fun, but not in the usual ways of talking or smiling.



“Camp is better than Disneyland!”





MEDICAL

SAFETY IS OUR NUMBER ONE PRIORITY

Nurses

We have 3 nurses on staff 24/7. They are there to look out for the well being of campers, staff & counselors. Each group is assigned to one nurse that helps assist their campers group with any medical needs, feeding protocols and, administration of medications. There is a nurse on-call overnight as well.

Health History

Sharing any pre-existing medical conditions on your health history form & with the healthcare team will help us provide the utmost care for you while at Camp. We want to do all we can to support you through this experience, though without proper knowledge and preparedness we cannot be prepared for emergencies. If you have a more complex condition, please inform the Program's Director at Kayla@mhkc.org so we can work together to create a plan before you arrive at Camp.

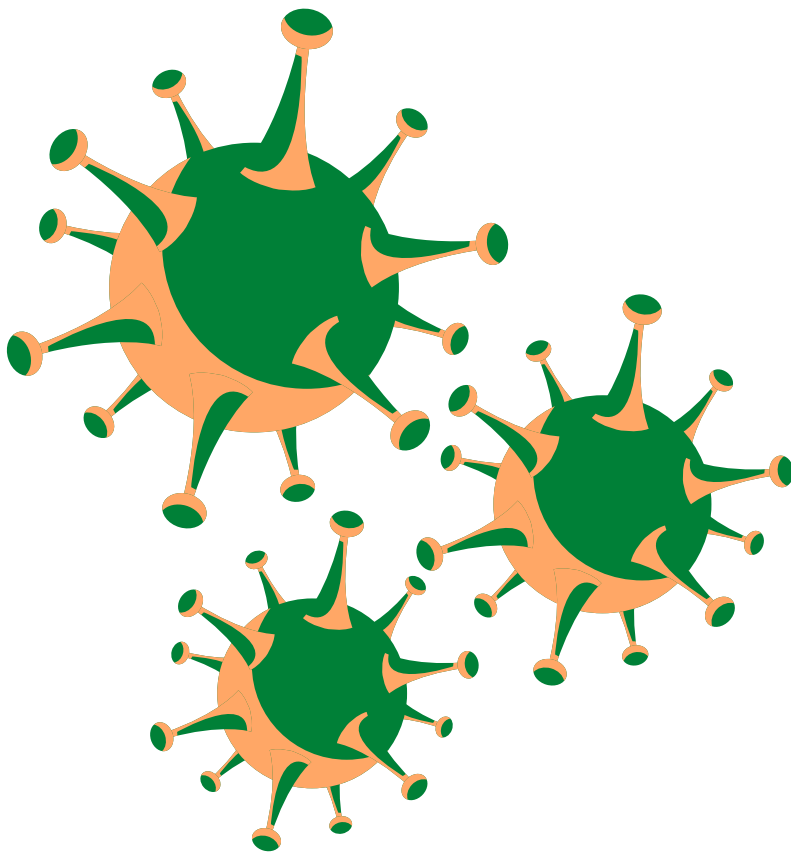
Medication

Because we have campers who can, and do, get into other people's belongings, all staff and counselors give their medications to the nurse who keep them in a locked cabinet. You will be able to retrieve your medications from the nurse whenever you need them, but they cannot be left in your bunk area.

*Emergency meds such as an Epi-Pen may be kept on you.

ILLNESSES

Don't come to Camp Sick!



Sanitization

HEPA FILTERS

There are HEPA filters in every room inside buildings. The filters are changed every week before new campers/staff arrive.

HANDS-FREE

All bathrooms in Camp have hands-free toilets, soap dispensers, faucets & paper towel holders. There are also handwashing stations at every porta potty as well as hands-free hand sanitizer stations around Camp.

FOGGERS

All buildings are fogged with Hypochlorous Acid during camp. Hypochlorous Acid is naturally produced in our body to fight infections. It is just as effective as bleach but is safe on our bodies and gentle enough to clean baby toys without a rinse!

ELECTROSTATIC SPRAYERS

High traffic areas will be sprayed with Electrostatic sprayers. These sprayers apply a positive charge to liquid disinfectants as they pass through the nozzle. The positively charged disinfectant is attracted to negatively charged surfaces, which allows for efficient coating of hard nonporous surfaces.



LOGISTICS OF CAMP

DAILY BREAKS

During the afternoon, rest periods, and nights that you are not on duty, you are free from responsibilities. Self-care is of the utmost importance and so we encourage you to relax, sleep and take care of yourself.

SESSION BREAKS

On the Saturday of the first week, staff are usually free to leave by 3:00 p.m. Staff then return by 9:00 a.m. on Monday to start the second week. Thus you have Saturday evening, Sunday, and Monday morning off. On the final Saturday at the end of the second week, staff are also free to leave by 3:00pm.

****If you have an event or commitment anytime during the session that works best for you (even if it is the last Saturday morning) please choose a different session. We do not have the capacity to have staff leaving early.****

INTERNET & CELL SERVICE

MH KC asks all staff to be present and focus on the campers while assisting with an amazing week. We ask that you do not have your cell phone out during “camper times”, so please make sure you bring a wristwatch, alarm clock, and camera. Staff will be unable to use the internet during the day but will have access in the mornings & evenings.

Outlets are available for charging devices, but will only be accessible during non- camper times. Please note that internet and cell services are limited on the mountain and can be very unreliable.



Pro Tip: Bring a twin sheet set, blanket, pillow, & mattress topper to feel as comfortable as possible and like your bed at home!



SLEEPING

Staff housing is spread out through multiple buildings. Our housing is communal and coed. There is a staff lounge and areas to hang out as well.

Alternatively, you may choose to bring and sleep in a personal tent. Limit your tent to a small (2-3 person) tent.

You are responsible for providing your own bedding (sleeping bag & blankets) and pillow. **International staff - bedding will be provided.*

Counselor Supervisors, Assistant Counselor Supervisors & Leadership Staff only: Prepare to spend 1-2 nights on Night Duty each week. You will be sleeping outside on the porch and/or inside a lodge where campers sleep. Night Duty is a supervisory role for sleeping campers, be prepared to be awakened if you are needed (Don't worry you will get sleep!).

FOOD

MHKC provides three meals a day. We have our own cook and kitchen, and we design our menu to be camper-friendly. We provide vegetarian, vegan, dairy-free, and gluten-free options. We work hard to provide foods that fit specific food intolerances and sensitivities but do NOT have an allergen-free kitchen (gluten, nuts, soy).

You are encouraged to bring your own meals if you have a limited to severe food allergy/diet (i.e. Celiac Disease).

**If you have an airborne allergy to nuts please inform us immediately, as we discourage these individuals from attending.*

Snacks are welcome! MHKC has 2 designated refrigerators/freezers for staff. You are welcome to use it but please be aware of limited space. There is a dry food storage cabinet available for staff as well. Snacks/food are not to be stored in tents; we are in the forest, and food attracts animals.



ALCOHOL AND DRUG POLICY

Any person in violation of the following policy will be asked to leave the premises immediately. Violation of the policy will result in immediate termination of your contract. You will be in violation of the drug and alcohol policy if you:

- Have drugs or alcohol in your possession on campgrounds. This includes cannabis/marijuana.
- Consume alcohol or engage in illicit drug use on campgrounds.
- If you leave camp and return intoxicated.

The “Alcohol and Drug Policy” form has a full description of our policy. You will need to sign and return this form as part of your application.



SMOKING & VAPING

We have a designated outdoor smoking area at camp. We never smoke in the presence of campers. If you smoke, we ask that you do so on your “off-time”, in the mornings before you wake up your camper group, at your rest time after lunch, after your camper group is in bed, and/or after your nightly meeting. If you need more outside of that, talk with your Assistant Director to arrange other times. Please realize, however, that every time you take a smoking break during camper time, other staff in turn will have to supervise your group or program area until you return.

HOW WILL I BE SUPPORTED?

- Program Staff
- Assistant Counselor Supervisors
- Counselor Supervisors
- Behavior Support
- SLP or OT
- Floater
- Camp Coordinators
- Programs Team

Other Camp Staff for Support:

Camp Coordinators- The Program Coordinator will oversee the Program Staff and the Group Coordinator will oversee the CS's and ACS's. They are there to mentor, listen, observe, step in, and help you whenever needed.

Programs Team - The Programs Director and Assistant Programs Director will be onsite and oversee the entire program and all staff, counselors, and campers.

PSU Coordinator - There will be a coordinator each session to be the counselors advocate. They also work closely with the staff in supporting the counselors and campers.

MHKC Year-Round Team - There are 11 other staff that work year round to keep MHKC going. They come up to camp to help out when needed. Our Executive Director is very involved with the summer camp program and is always available for support.

MHKC Board of Directors - MHKC has a board of directors made up of different people in our Portland community with various backgrounds and they all have a passion and love for our organization. They are there for everyone if any Human Resources (HR) situations arise and you may see some of them up at camp volunteering!





REQUIRED TRAINING

THERE ARE 3 TYPES OF REQUIRED TRAINING THAT WILL HELP YOU PREPARE FOR THE EXPERIENCE!

- **Online Training:** You get an email from MHKC's Programs Director, inviting you to participate in MHKC's online training. From there you will read slide presentations, watch videos, and take quizzes that will take you approximately 2-3 hours. These are specifically designed to prepare you for Camp. They are not intended to be difficult or tricky in any way. Take the time to read and watch the videos and learn the materials.
- **Virtual Training:** There will be Zoom trainings that will be required. We will go over lots of hearty information that will help you before coming to in-person training.
- **Onsite Training:** This will be up at MHKC and will be before camp starts as well as when you report at camp for your session. We will review previous training and make a more in-depth exploration of life at camp. This is when you will meet other staff members and begin bonding with your new camp family.

We can't fully prepare you before the campers arrive. This is largely a "hands-on" learning experience; the real learning begins once the campers show up. To make this training experience successful for you, you need to be a person who will accept coaching, suggestions, and feedback throughout the week from your Counselor Supervisor (CS) and the other camp staff.



**BEHIND ALL THE FUN...
CAMP IS A SERIOUS
BUSINESS THAT BUILDS
A SOLID RESUME!**

How to Apply:

Go to the MHKC website at www.mhkc.org

Navigate on the menu:
Employment & Volunteer > Apply Here New Staff

Fill out the application, once complete you will receive an email to sign up for an interview with the Assistant Programs Director. If you find that you will be a good fit, we will offer you a summer contract. Once that is signed and you are hired you will have access to submit all required paperwork (photo ID, proof of COVID-19 vaccination, background check consent form, I-9, W-4 and some waivers etc.)

If you have questions before applying please email the Assistant Programs Director, Sarah Doty at sarah@mhkc.org

Follow us on social media for the most up-to-date information on MHKC!

Facebook: facebook.com/MHKKCamp
Instagram: [mhkcamp](https://www.instagram.com/mhkcamp)



- “...what I really want to highlight is the culture that I experienced within this camp and the forever relationships that I made. The community of MHKC felt like a Utopia to me. Everyone had varying cultural backgrounds, ethnicities, ages, identities, disabilities, communication, mobility, beliefs, etc... but we all gathered together for the same reasons, accepted one another, and celebrated our differences.”