

MHKC 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 Authentic Community
- ✓ Practice & Develop Personal and Professional Skills
- ✓ Have a Meaningful Impact
- ✓ Career/School Prep
 - Strengthen your resume
 - Letters of Recommendation
 - Networking Opportunities
- ✓ Lodging & Meals included
- ✓ A Break from your Daily Life
- ✓ It's FUN!

“

Saying the time I spent at Kiwanis [Camp] was transformative or life-changing might sound extravagant, but far from hyperbole these terms honestly fall short of describing the feelings I have for my experiences at camp.
-Previous Counselor

”

...AND SO
MUCH MORE!

THE STAFF ROLE

The glue to Camp is the Staff! There are a variety of roles you could have as a staff member. Generally, the staff are responsible for providing a safe, fun, and meaningful camp experience for the campers and to support counselors in doing the same. Staff play a critical role in the care and encouragement of campers and counselors, and take an active role in helping Camp run effectively. Be ready to work hard, stretch out of your comfort zone, and get silly! Being a summer staffer with MHKC is unique, powerful experience, and (we might be biased) one of the best jobs you could have!



A NOTE ON PERSONAL CARE

Many of our campers need assistance with personal care. This may look like assisting them with transferring in and out of their wheelchairs, dressing, showering, toileting, and changing Attends/briefs. Staff and counselors never assist with personal care alone and will always be with at least one other counselor or staff member.

Staff receive training on providing personal care with consideration for the feelings of the person you are helping.

Providing personal care for campers may bring up feelings of nervousness or hesitation, and feel challenging for a variety of reasons. For many staff, this is a new experience and this is totally normal! Helping another person with these tasks becomes much more comfortable once you do it, and folks tend to experience it not being as scary as they had initially thought.

Given our camper population, please keep in mind that you may be assisting campers the same age or older than you are with personal care. Also know that all genders assist campers of any genders, do you more than likely will also be supporting campers with the same and different gender than you.

STAFF REQUIREMENTS

Each summer, we hire approximately 90 summer staff and onboard over 200 volunteer counselors to help make the magic of Mt. Hood Kiwanis Camp possible.

- ✓ All staff must attend onsite ALL STAFF TRAINING and any additional role-specific required trainings.
- ✓ Encouraged to work to 2 sessions (4-weeks).
**Nurses & Kitchen Staff can work 1 week at a time*
- ✓ Must be able to pass a background check.
- ✓ Must be CPR/First Aid/AED certified or willing to obtain.
- ✓ Must have an Oregon Food Handler's License or 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.
- ✓ Age requirement depend on role. We have positions for applicants 16+.



CAMPER CARE TEAM

Group Staff Positions Available



Counselor Supervisors (CS): Supervises and facilitates assigned group of campers, counselors, and staff, ensuring members' safety and well-being, group functioning, and program engagement. Coordinates camper care, provides mentorship, leads team meetings, and ensures paperwork is completed accurately and on time. Previous MHKC experience highly preferred; Education and/or 3+ years of experience working with individuals with developmental disabilities required; 21 years or older.

Assistant Counselor Supervisor (ACS): Assists with the overall supervision and facilitation of assigned group of campers and counselors, including camper care and program engagement. Serves as a model for counselors, supports group functioning, and ensures group safety and well-being and that paperwork is completed accurately and on time. Experience working with individuals with developmental disabilities required; 18 years or older.

PROGRAM STAFF

Positions Available



Program Staff facilitate the activity areas around Camp, following a schedule. They lead the evening activities such as Campfire (skits and songs on stage) and a hike, and are assigned to a camper group to provide extra support during meal times and in the evenings for camper bed time routines. Program Staff bring the FUN, adapt activities to meet the needs of campers, assist campers with their activities of daily living, including personal care, and best of all, get to be campers new friends!



Adventure Course Facilitator: Leads and delivers programming at MHKC's Adventure Course including a rock wall, zipline, flying squirrel, stream crossing, and giant swing. Will be course trained on-site during an additional training weekend. Must be 18 years or older.

Arts and Crafts Facilitator: Leads and delivers arts and crafts programming. Prepares, rinses, and cleans tie-dye shirts and maintains cleanliness and organization of art building. Must be 16 years or older.

Horse Program Facilitator: Leads and delivers horseback riding programming. Manages and cares for MHKC's four horses. Previous horse care experience required; additional weekend on-site training. Must be 18 years or older.



Lifeguard- Pool: In charge of lifeguarding all pool-related activities. Responsible for basic care of pool facilities. Current Lifeguard Certification or willing to obtain by required date; additional weekend on-site training. Must be 16 years or older, lead guard must be 18+.

Recreation Facilitator: Creates, leads, and delivers recreation programming including adaptive bikes, team-building activities, field games, and fishing. Must be 16 years or older.

CERTIFIED STAFF POSITIONS

Camp Nurse:

Directs all aspects of the health and safety of campers and staff. Duties include health and medicine reviews during camper check-in, medication pouring and dispensing, providing first aid and general health care, and assisting with any emergencies. RNs and LPNs only; one-week commitment required: 1st week of session Sunday-Saturday, 2nd week of Session Monday-Saturday.

Behavior Support:

Provide additional support to staff and counselors including coaching on behavior intervention techniques, monitoring campers' behaviors, and preparing communication and behavior support materials. Shares responsibility with Leadership Team in providing coverage during morning, break, and night duties. This position works Sunday-Wednesday of week one and Monday-Wednesday of week 2 for all adult weeks and the full weeks for kid week. Previous MHKC experience is typically required; certification is preferred. Required to attend Oregon Intervention Systems (OIS) training through MHKC.



OTHER PAID POSITIONS

Kitchen Staff:

Assists MHKC's Chef with all food and dining services including preparation, serving, cleaning, and dishwashing. One week commitment required; 16 years or older.

Custodian:

Maintains the cleanliness and maintenance of the camp facilities including lodging, restrooms, and common areas. One week (Monday-Saturday) commitment; 16 years or older.

[EXAMPLE] DAY IN THE LIFE

7:00AM

OR EARLIER! WAKE UP - Coffee and tea are available before camper wake up. Staff & Counselors report to their group at 7:30 AM to support campers with their morning routines and getting ready for the day.

8:30AM

FLAG & BREAKFAST - All groups gather around the flag pole to sing Camp songs and wait for the breakfast bell to be rung.

9:45AM

ACTIVITIES - Each group follows their own schedule rotating to all activities throughout the week.

12:45PM

LUNCH - Groups will wait outside the dining hall (Fanning) until the bell is rung. Each group is assigned a meal 1-2 times per week, where they assist with setup.

1:30PM

REST TIME - Campers enjoy quiet activities —napping, reading, or journaling, back at their living quarters. Counselors have “break duty” 1-2 times/week, otherwise, it’s their break time. When on break duty, counselors receive their break later in the day.

3:00PM

ACTIVITIES - Groups typically enjoy 3-4 activities during the day- two between breakfast and lunch and two between rest and dinner. Some activities are a longer block of time which results in only one activity instead of two.

6:00PM

FLAG & DINNER - All groups gather around the flag pole again to sing Camp songs. Each group is assigned 1-2 flag duties per week, leading songs for Camp.

7:15PM

EVENING ACTIVITY - Campfire (staff lead skits & songs), Cookout (cooking outside & a hike), Dance, & BBQ

8:00PM

CAMPER BEDTIME - Counselors assist campers with their evening routines.

9:00PM

GROUP MEETING - Each group of Counselors & Staff meet to connect and debrief the day.

10:00PM

NIGHT ACTIVITY (optional)- 1-2 nights a week, activities are available for Counselors & Staff.

11:15PM

CURFEW - Staff must be in their bunk area for the night. Trust us, you’ll need your sleep!



OUR CAMPERS

Many of our campers spend their year waiting excitedly for their week at Camp. MHKC is a place of acceptance and joy, where campers can fully be themselves, connect with friends, and challenge themselves with fun activities. Camp fosters independence, promotes skill-building, and celebrates play.

All of our campers have developmental disabilities. Some campers have additional physical, emotional, sensory, or learning disabilities. Types of disabilities you might see at Camp include Autism, Down Syndrome, Cerebral Palsy, Intellectual Disabilities, Fetal Alcohol Syndrome, Epilepsy, and more. The type of support campers need at Camp ranges- some campers are independent while others need total care. Here are a couple of examples of campers that attend MHKC:



“
At Camp,
I can fly!
-Camper
”

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, 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. While Jesse doesn't speak or smile, they show us they are happy to be at Camp and are having fun in many other ways.



“
Camp is better
than
Disneyland!
-Camper
”





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



LODGING

Staff housing is spread out through multiple buildings. Our housing is communal and coed. There are multiple staff bathrooms, all of which include single stall toilets and showers. The staff lounge is a place where you'll often find staff hanging out or completing paperwork!

Alternatively, staff may choose to bring and sleep in a personal tent. Tents are limited to a small (2-3 person) size.

Staff are responsible for providing their own bedding (sleeping bag, pillows, & blankets).
**International staff - bedding will be provided.*

Counselor Supervisors, Assistant Counselor Supervisors & Leadership Staff ONLY:

Two counselors/staff from each group are on night duty each night to be available for campers if needs arise. You will be sleeping outside on the porch and/or inside a lodge near campers. There is a Leadership member and Nurse on night duty each night to support when needed.

FOOD

MHKC provides three meals a day plus snacks. We offer a regular diet, dairy-free, gluten-free, egg-free, pork-free, vegetarian, and vegan options.

Our kitchen is NOT allergen-free (gluten, nuts, soy). **We do not offer custom menus.** If you have a strict diet or severe food allergy (e.g. Celiac), you will need to bring your own meals or supplemental food.

Snacks are welcome! MHKC has two designated fridges/freezers and a dry food storage cabinets for staff. You are welcome to use them but please be aware of limited space.
No food is to be stored in tents.

**If you have an airborne allergy to nuts, please inform the Programs Director immediately. We are not a nut free facility and MHKC may not be the best placement.*

TIME OFF

DAILY BREAKS

Off time for Staff occurs after lunch during rest time from about 1:30-2:45pm and beginning at approximately 10:15pm until 7:15am. If staff have break or night duty at any point during the week, they will receive their break at another time during the day (for night duty, break is the following morning until the start of the 1st activity). Please note that some staff have paperwork responsibilities and at times need to use some of their break time to complete it.

SESSION BREAKS

Time off in between weeks & sessions depends on position. For most positions, Staff receive about a 1 1/2 day break in between their two week commitment. Staff are dismissed the first Saturday at about 3:00pm and need to be back, ready to go by 9am on Monday of the second week.

*We highly encourage individuals do NOT have any outside commitments such as course work during their time at Camp. Camp is hard work and Staff need their limited off time to be able to care for themselves. We are not able to accommodate for individuals who need additional time off during a session to attend any prior commitments.

INTERNET & CELL SERVICE

MHKC is, for the most part, a phone-free community. Counselors and Staff are to be present and engaged with campers, their groups, and activities. Phone use is allowed for pictures only. We encourage Staff to bring a watch for time purposes.

Wi-Fi is available with outlets to charge devices during “non camper” times.

*Please note that internet and cell services are limited on the mountain and can be unreliable.



ALCOHOL AND DRUG POLICY

Any person found to be in violation of MHKC's Alcohol & Drug Policy will be asked to leave the premises immediately and will result in the termination from your student or volunteer experience, affecting your ability to receive credit. A person is in violation of this policy if they:

- Have drugs or alcohol, including cannabis/marijuana, in their possession on camp premises.
- Consume alcohol or engage in illicit drug use on camp premises.
- If they leave camp and return intoxicated.

The "Alcohol and Drug Policy" form has a full description of MHKC's policy. Counselors need to sign and return this form as part of their application process.



SMOKING & VAPING

We have one designated outdoor smoking/vaping area at camp. This is the only area on camp premises where smoking/vaping is permitted, and we ask that Counselors/Staff utilize their off times for this. If Counselors need more time than this, they need to make a plan with their Supervisor.

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.





MEDICAL

SAFETY IS OUR NUMBER ONE PRIORITY

Nurses

We have 3-4 nurses on staff 24/7. Each group is assigned to one nurse who provides the medication management for those campers, and cares for any other medical needs or feeding protocols. There is a nurse on-call overnight to assist with any nursing needs that may arise. Nurses are also there to support any Counselor or Staff needs that may occur.

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 during this experience, though without proper knowledge or necessary plans, we cannot be prepared for emergencies. If you have a more complex condition, please inform the Programs Director at Kayla@mhkc.org so we can work together to create a plan before you arrive at Camp.

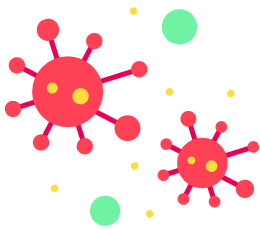
Medication

As part of our safety policies, all medication, including Counselor and Staff's, are required to be stored and locked up in the nursing station. Emergency meds can be kept on the individual's body if needed, such as an inhaler or EpiPen. The nursing station is open 7am-11pm for individuals to access their meds. If anyone needs medication outside of that timeframe, they will make a plan with a Nurse.

DON'T COME TO CAMP SICK!

Screenings

Everyone will receive a temperature check upon arrival to MHKC property. If your temperature is 100 degrees or higher, you will be quarantined until you have been fever free for 24hrs.



Illness

Regardless of what type of illness (Covid, flu, cold, or norovirus), we cannot risk the spread to our camp family. If anyone is feeling sick, they are asked to remove themselves from the group and tell their supervisor. A director or nurse will determine if that individual will be moved to quarantine or dismissed from camp until symptom free for 24-hours.

HEALTH

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 will be fogged with Hypochlorous Acid at least once a day. 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 once to multiple times a day. 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.



STAFF SUPPORT



Summer Leadership Team

Assistant Directors supervise Group Staff (CS/ACS) and Program Staff, assist with the day-to-day operations of Camp.

Behavior Support provides additional support to Counselor and Staff in navigating camper behavior, providing materials and coaching on how to care for the behavioral/communication needs of campers.

Logistical Floater supports the logistical elements of Camp and is another resource for staff in supporting groups and programming.

MHKC PROGRAMS TEAM

The Programs Director and Assistant Programs Director will be onsite overseeing camp operations and supervising all campers, counselors, and seasonal staff.

OTHER STAFF SUPPORT

Counselor Onsite Coordinators/ Partnership Supervisors

There will be Counselor Coordinator(s) each session working as Counselor advocates and supporting their college program requirements. They are often available to staff to assist supporting 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 Board of Directors is comprised of different people in our Portland community with various backgrounds, all whom have a passion and love for our organization. The Board is available for support for everyone should any Human Resources (HR) situations arise. You may see some of them up at camp volunteering!



“

What I learned about myself was primarily that I am resilient. I went into camp thinking I wouldn't be able to do it, that I didn't have the knowledge or capabilities. I left camp knowing this is where I belong and this is what I'm suppose to be doing. I learned that I need to believe in myself more and have more confidence in myself.

-Previous Counselor

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CAMP CULTURE

celebration teamwork
 meaningful fun acceptance
 reflection community modelinghub
 authentic hardwork joy
 playful belonging



Many of our staff join us summer after summer because of what they gain from their time at Camp. You may often hear that folx haven't worked as hard anywhere else than they do at camp, yet they keep coming back because of how rewarding the experience is. Camp is a reciprocal community experience, where we learn from each other, give to each other, and ultimately co-create a magical, meaningful time for everyone!

PERSONAL & PROFESSIONAL DEVELOPMENT

Staff join us from a variety of interests, majors/fields, backgrounds, and experience. No matter where they come from, Staff walk away from Camp greater disability advocates with newfound knowledge, awareness, and perspective. Camp is a profound experiential learning opportunity in which Staff practice and develop professional skills such as communication, critical thinking, creativity, problem solving, collaboration, and leadership. They also grow personally, experiencing greater self-awareness, confidence, and more. Camp is a valuable experience, and what Staff gain from their work at Camp moves forward with them wherever they're off to next.





Being a summer Staffer at MHKC is an immersive, hands-on learning experience. While Staff receive training prior to campers arriving, much of their learning begins once they do! Staff receive guidance, coaching, support, and feedback throughout their time at Camp. They need to be able to ask questions, seek support, and be receptive along the way. We invite you into this life-changing experience, where Staff lean into their growth zones together, work collaboratively, and make magic happen!

REQUIRED TRAINING

- **ONLINE, ASYNCHRONOUS TRAINING**
This will be emailed out prior to Camp, and takes approximately 2-4 hours to complete. It will include reading slide presentations and watching videos, designed to help prepare you for Camp. Online training is completed on at your own pace and on your own time.
- **ONSITE TRAINING**
Staff receive in-person training at MHKC the week before the first session of Camp. Training is an opportunity to connect with other staff, familiarize yourself with Camp, and dive deeper into material, including hands-on practice. Expect a busy, fun week!
- **ROLE-SPECIFIC TRAININGS**
Some positions, such as Adventure Facilitators, Leadership Staff, and Lifeguards (not yet certified), will be required to attend additional trainings for their specific role. These are often a weekend up at Camp.



**BUILD COMMUNITY,
DEVELOP PERSONAL &
PROFESSIONAL SKILLS,
& HAVE A POSITIVE IMPACT
THIS SUMMER!**



How to Apply:

Go to the MHKC website at www.mhkc.org

Click "Employment & Volunteer" tab at the top > Scroll down and click "Summer Staff" > Under 'Apply Here' click "New Staff"

You will need 2 professional & 1 personal reference in order to apply. This can include professors/teachers or volunteer work.

After submitting your application, you will be contacted within a few weeks to discuss next steps!

For questions, contact:

Evie Wines
Assistant Programs Director
Evie@mhkc.org

Kayla Plessinger
Programs Director
Kayla@mhkc.org

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...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.

-Previous Counselor



