



### **CITY KIDS WILDERNESS PROJECT**

**Position Title:** Kitchen/Program Assistant

**Supervisor:** Head Cook and Program Directors

**Position:** Full-time, Seasonal- Summer; Residential

**Dates of Employment:** June 5 -August 20, 2018

#### **Position Description:**

The Kitchen/Program Assistant The Outdoor Adventure Program Staff works with a small team of co-workers to provide a summer adventure-based program. Our mission is to inspire confidence and leadership in children and teens from Washington, D.C. We provide a multi-year experiential curriculum focusing on outdoor adventure, backcountry trips and personal growth during three 16-19 day summer sessions. Base camp is our beautiful property, Broken Arrow Ranch, in Hoback Junction just south of Jackson Hole.

The primary role of the Kitchen/Program Assistant is to:

- Assist the camp chef with meal preparation for an average of 50 people per meal, three meals daily
- Take responsibility for meal clean-up and kitchen/dining room cleanliness and maintenance
- Help with the preparation of backcountry trip food supplies
- Responsible for camp laundry

This position is a great way to gain experience in youth development, outdoor education and camp life. The Kitchen/Program Assistant will also serve as a substitute counselor for staff members.

On these days/nights the Kitchen/Program Assistant may be asked to:

- Supervise/lead campers during camp activities, morning and evening initiative and meals
- Supervise and facilitate evening cabin time including evening reflection, check-ins and shower time. Duties will carry into overnight supervision in cabins
- Lead day trips with the cabin's co-counselor
- Assist on overnight trips

This is a residential position and thereby is not limited to these stated responsibilities. Staff share in all of the day to day tasks which are an integral part of living in a small camp community and kitchen staff may be asked to assist with other camp needs. Staff members have scheduled full and partial days off both during sessions and during intersessions. The Kitchen/Program Assistant's time-off schedule will be determined by supervisors and based on the needs of the camp. Comfortable accommodations and great food provided; laundry facility and workers' compensation insurance. Training for the right person. Please take time to learn more about the program at [www.citykidsdc.org](http://www.citykidsdc.org)

**Position Qualifications:**

- Prior experience in food service preferred but not required
- Ability to be impeccable clean and hygienic in kitchen
- ServSafe Food Handler Certification (or similar) or willingness to become certified
- General ability to assist with food preparation, and a desire to learn
- Willingness, positive attitude, and stamina to perform required meal clean-up, kitchen and dining room cleaning and maintenance important
- Personal attributes such as patience, willingness to learn, energy, flexibility, initiative, organization, and responsibility a must
- Preferred: 21+, valid/clean driver's license, experience with children
- Ability to relate well to others and work effectively with a variety of people Patience, enthusiasm, proactive communication style, flexibility and energy are a must.
- Cultural competency, the ability to work in diverse communities and a commitment to social justice, equity & inclusion
- Experience in teaching, counseling, and guiding youth
- Confidence in addressing and directing both adults and kids.
- Knowledge & understanding of wilderness and backcountry trip coordination and summer camps.
- An understanding and commitment to the goals and philosophy of City Kids and experiential education.
- Ability to provide appropriate structure, perspective and guidance in the process of program delivery.
- Wilderness First Aid certification or higher.

**Salary:** \$350 per week, Paid training; Workers Compensation Insurance; Room & Board; Access to All Camp Facilities

**To Apply:** Email a cover letter and resume to [hire@citykidsdc.org](mailto:hire@citykidsdc.org), please reference Kitchen and Program Assistant in title of email.