



NorthBay

Night Operations Staff Job Description

Position Title: Night Operations Staff
Department: Night Operations
Reports Directly To:
Night Operations Manager
Reports Indirectly To: Education Director

Directly Supervises: N/A
Indirectly Supervises: N/A
Date: December 15, 2015

SUMMARY: This position serves campers and staff in the area of guest service & operations during evenings. Acts as a positive reinforcement to the camp experience for kids and teachers in the areas of adventure, hosting and general needs. Duties also involve assisting the Night Operations Manager in areas of programming and transitions with campers and guests. Assist in implementing the turnaround discipline program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with night operation employees, other NorthBay departments, and visiting staff to ensure a safe and fun atmosphere for campers and guests.
- Be a point of contact as it pertains to the NorthBay evening program. (Working closely with counterparts within the chaperone and evening staff areas.)
- Assist in preparing Horseshoe Point, Hogsback, and the Gym during the beginning and conclusion of activity times.
- Assist all aspects of the front office during dinner.
- Assist with any administrative duties that evening operations may encounter.
- Cover the gate radio and over night phone.
- Help assist campers and chaperones to cabins upon the completion of evening activity time.
- Assisting with evening lockdown of camp upon completion of evening activities using lockdown checklist sheet.
- Helping with needs as emergencies arise.
- Run events as assigned including, but not limited to the following: indoor wall, gym games, night hikes, etc.
- Help oversee the operation of assigned recreation areas.
- Help coordinate and teach creative camp activities and lessons during activity time.
- Clean up areas of use upon completion of night. (cleaning up trash, lost items, etc during lockdown)
- Help maintain a healthy flow of communication within the night staff, other NorthBay departments, as well as visitors.
- Attend staff meetings as requested by supervisors.
- Assist in NorthBay's turnaround program.
- Help other departments in their absence or in an emergency. (wellness center, housekeeping, maintenance)
- Monitor bathrooms during dinner.
- Lead crowd control during lineups, dinner, activity times, and during the evening show.



Night Operations Staff Job Description

- Assist Media Arts with evening programs and meal times as needed.
- Including the following, other duties may be assigned.

QUALIFICATIONS: High School Diploma or GED

EDUCATION and/or EXPERIENCE: Experience with children and customer service is preferred.

SUPERVISORY RESPONSIBILITIES: None

LANGUAGE SKILLS:

Strong communication skills required, both verbal and written.

LICENSES, CERTIFICATES, REGISTRATIONS: Preferred: CPR & First Aid; trained and certified to operate adventure elements by NorthBay Adventure Coordinator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.