



February 20, 2021

Dear Potential Camp Director,

Camp Sertoma of the Great Plains Region is looking for a Camp Director, Assistant Camp Director and Camp Counselors for 2021.

This camp is for deaf and hard of hearing youth. A detailed description of the camp and job are on the second page. Applicants must agree to a background check.

Jobs are salary based; Director \$5,000, Assistant Director \$3,000, Camp experienced Counselors \$450, and Unexperienced Counselors \$400.

Interested applicants can reply with a resume, including name, email and phone number by emailing to Warren Stowell at: (tomlinda51@yahoo.com).

Please call with any questions and have resumes emailed by March 15, 2021.

We look forward to hearing from you.

Thank you,

Theresa Kopischke 507-340-5300

Warren Stowell 507-317-6981

Tom Zimmerman 402-910-2675

Larry Wild 507-340-6486



Camp Sertoma Director— Job Description

Camp Sertoma of the Great Plains Region is a weeklong residential summer camp experience for deaf and hard of hearing youth who have completed 2nd -8th grade from MN, ND, SD, IA and NE. The primary goal of Camp Sertoma is to offer a supportive peer-oriented environment free from communication barriers. Camp Sertoma is made available with and hosted by Confidence Learning Center, Brainerd MN.

When: Pre-Camp preparation is part time, typically beginning in January of each year and can be completed remotely. Staff training and facilitating the week-long Camp typically takes place for two weeks following the 4th of July and requires being on site at Confidence Learning Center full time. Follow up after the Camp session typically requires one week of part time work and can be completed remotely.

Qualifications: Comprehensive understanding of deaf and hard of hearing cultures. Ability to communicate using ASL and oral methods. Past experience working with deaf and hard of hearing youth in a school, recreation or other community setting. Past camp experience as a camper or staff preferred. Previous leadership experience overseeing others. Computer proficiency in creating documents, promotional materials and managing data bases. Red Cross first aid/CPR required.

General responsibilities:

- Communicate regularly and participate in meetings with the Camp Sertoma Board of Directors for updates and approval of actions.
- Communicate regularly with partner organization Confidence Learning Center for facility usage, scheduling of activities and needs.
- Review, adapt and organize registration materials as needed.
- Attend and participate in Great Plains Sertoma Convention to inform and promote Camp Sertoma to Clubs from the 5-state region. Make registration packets available for clubs to share within their communities.
- Make adaptations to website and facilitate social media promotions.
- Recruit volunteers and hire counseling staff for the camp session.
- Camper recruitment via past campers, Sertoma Clubs, D/HH agencies, schools and teachers.
- Process registrations to ensure all required paperwork is received.
- Maintain contact with families to answer questions/ address concerns and provide confirmations.
- Provide pre-camp training for counseling staff in partnership with Confidence Learning Center.
- Communicate and develop with Camp nurse a comprehensive medication and health plan.
- Communicate dietary needs with Sertoma volunteers.
- Plan camp activities, cabin schedules, supervise camp counselors during camp session. -Update and maintain accurate data base of campers for future contact.