



STAFF RECRUITER

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OVERVIEW

Camp Ozark is seeking an individual to join our incomparable staff recruiting team. The staff recruiting team works under the direction of the Summer Staff Coordinator to hire a summer staff of approximately 800 college students from across the country and around the world.

RESPONSIBILITIES

Staff Recruiting

- ▷ Travel to colleges across the south and southeast in the early fall through spring to interview staff.
- ▷ Prepare for college campuses by gathering lists and scheduling announcements.
- ▷ Visit college campuses to recruit summer staff.
- ▷ Conduct screening of potential summer staff to ensure the best employees end up working at Camp Ozark.
- ▷ Engage with summer staff throughout the year to increase staff retention.

Summer Operations

- ▷ Assist in supervision of staff and campers' safety during summer.
- ▷ Supervise a program area during the summer program.
- ▷ Implement summer program from planning, to training, to execution.
- ▷ Supervise designated cabin areas for the best experience of our camper and staff.
- ▷ Supervise staff over the course of the summer and conduct evaluations with them.
- ▷ Be a part of the Staff Relations team.

Administrative Duties

- ▷ Be able to understand and conduct basic computer tasks.
- ▷ Be proficient in Microsoft Excel, Microsoft Word, and understand how to manage and organize a shared Google Drive.
- ▷ Implementation of summer program from planning, training, and execution.

General

- ▷ Be willing to comply with all Camp Ozark policies and procedures during employment.
- ▷ Be willing to comply with all state and federal laws.
- ▷ Must be a team player focused on achieving excellent results.
- ▷ Must possess a current driver's license.