INTERNATIONAL MUSIC CAMP
2027 JOB DESCRIPTIONS AND QUALIFICATIONS

CONCESSIONIST

Required Qualifications

- Ability to set up camp store and keep track of inventory
- Ability to work with money, make change and run a cash register.
- Ability to work with and maintain pop vending machines and fountain machines.
- Ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- Ability to work under pressure.
- Desire to live and work in a summer camp community setting.
- Graduated from high school.
- Reference that would support honesty, integrity, and commitment.

*Answers to Camp Directors

General Responsibility

To work in the concession stand and camp store and keep accurate records of inventory and money going in and out of the store.

Specific Responsibilities

- Maintain inventory of supplies and merchandise.
- Be responsible for ordering supplies and merchandise as needed.
- Be responsible for counting money and totaling out each evening so that all accounts balance when turned in to the office.
- Be able to maintain and refill pop machines and fountain machines as needed.
- Keep concession stand and surrounding areas clean and neat at all times.
- Pick up grounds in morning.
- Be responsible for making popcorn for movie night.
- Be responsible for pop and popcorn sales at movie night.
- Clean concession stand, Allegro Shop, popcorn room, and popcorn machine and help with cleaning after movie night.
- Clean teaching huts weekly or as needed in the evenings.
- Help with food prep and meal serving as schedule indicates.
- Be responsible for all concession operations including activities at the Masonic Auditorium such as the Fiddle Contest and Saturday concerts.
- Be able to learn and perform currency exchange (USD & CAD).

Essential Functions

- Must be able to handle money accurately and be able to make change.
- Must have physical strength to lift, carry, load, clean, mop, etc.
- Must be able to operate machines required of the position.
- Must have an impeccable sense of honesty.

COOK

Required Qualifications

- Desire to work as part of a staff in a summer camp kitchen.
- Experience working in a commercial kitchen.
- Ability to learn to do tasks as assigned.
- Ability to accept supervision.
- Ability to work well with others.
- Ability to prepare special diets and prevent cross contamination of foods.
- Enthusiasm, sense of humor, patience and self-control.
- Ability to work on your feet for long periods of time.
- Ability to prep food following food service guidelines.
- Good character, integrity and adaptability.
- Desire to live and work in a summer camp community setting.
- Completed at least one year of college (or equivalent) and/or 18 years old.

*Answers to Food Service Coordinator and Camp Directors

General Responsibilities

- Food preparation, cooking, baking and presenting meals for campers and staff.
- Maintain cleanliness and safety in the kitchen facility.
- Participate as a member of the food service team.
- Help in any area of kitchen or dining room as requested by Food Service Manager.
- Be ready to accept other miscellaneous related kitchen responsibilities and other duties which may be assigned as necessary.

Essential Functions

- Must be able to lift/load/move food and supplies.
- Must be able to lift dishes to storage location.
- Use kitchen equipment safely.
- Operate dishwasher while maintaining appropriate temperature.
- Determine cleanliness of dishes, food contact surface and kitchen area.
- Be able to prep food following food service guidelines.
- Follow all food safety rules such as cooking and storage temperatures.

KITCHEN ASSISTANT

Required Qualifications

- Desire to work in a summer camp kitchen.
- Ability to learn to do tasks as assigned.
- Ability to accept supervision.
- Ability to work well with others.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity and adaptability.
- Desire to live and work in a summer camp community setting.
- Ability to keep all facilities and equipment clean and sanitary.
- Ability to work on your feet for long periods of time.
- Ability to prep food following food service guidelines.

*Answers to Food Service Coordinator and Camp Directors

General Responsibilities

- Wash dishes, glasses, and silverware by hand or machine.
- Sweep and mop kitchen and dining room.
- Take out trash from kitchen and dining room to dumpster.
- Clean and wash trash cans at least every other day, daily if needed.
- Cut, peel, and wash vegetables and fruit.
- Serve juice, milk, and water.
- Help unload supply truck and put supplies away.
- Clean spills in kitchen or dining room.
- Make sure dishwasher area is kept clean. Straighten counter and clean after each meal.
- Help in any area of kitchen or dining room as requested by Food Service Coordinator.
- Be ready to accept other miscellaneous related kitchen responsibilities and other duties may be assigned as required.

Essential Functions

- Must be able to lift/load/move food and supplies.
- Lift dishes to storage location; use kitchen equipment safely.
- Operate dishwasher while maintaining appropriate temperature.
- Determine cleanliness of dishes, food contact surface and kitchen area.
- Be able to prep food following food service guidelines.

EQUIPMENT MANAGER

Required Qualifications

- Mature, capable, and mechanically-oriented person.
- Ability to accept guidance, supervision, and work with others.
- Desire to live and work in a summer camp community setting.
- Self-starter and organizer.
- Enthusiasm, sense of humor, patience and self-control.
- Have neat appearance with keen sense for efficiency, organization and willingness to help.
- Graduated from high school.

*Answers to Camp Directors

General Responsibility

To safely move equipment and maintain the facilities.

Specific Responsibilities

- Assist in moving materials and supplies to appropriate areas in camp as needed.
- Maintain inventory of maintenance supplies and equipment.
- Keep rehearsal facilities clean.
- Be available at all times to respond to camper emergencies.
- Keep and maintain vehicles in good operating condition.
- Maintain grounds to reduce risk of danger or injury to person using grounds and facilities.
- Check and repair chairs and benches.
- Repair items recommended by staff.
- Communicate daily with Camp Directors.
- Communicate with Camp Directors regarding progress, problems, and projections for repairs and replacement.
- Provide professional and artistic assistance at all concerts and rehearsals.
- Be ready to accept other miscellaneous responsibilities and duties as they come up.
- Complete minor repairs and maintenance tasks (light bulbs, etc.).

Essential Functions

- Must be able to use equipment and tools.
- Drive a standard transmission vehicle (or be willing to learn while at camp).
- Have a current drivers license.
- Observe what needs to be done; communicate with staff.
- Have physical strength to lift, dig, load, unload, clean, mop, repair, etc.
- Have a professional attitude and a sincere willingness to help campers, faculty, and staff at all times.

OFFICE ASSISTANT

Required Qualifications

- Experience in office procedures such as filing, answering telephones, copying, meeting public, etc.
- Good receptionist skills.
- Ability to run general office equipment (computer, typewriter, copier, etc.).
- Ability to run Microsoft Office fluently especially Word, Excel, and Publisher.
- Ability to accept guidance and supervision.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and tact.
- Desire and ability to work in a summer camp community setting.
- Completed 1 year of college or equivalent and/or are at least 18 years old.

*Answers to Administrative Assistant and Camp Directors

General Responsibility

To facilitate the work of the Camp Directors and Administrative Assistant.

Specific Responsibilities

- Store and keep equipment in good condition.
- Use great customer service skills both in person (with campers, parents, staff, faculty and camp visitors) and on the phone.
- Answer phones and take accurate messages.
- Keep office and surrounding area clean and neat.
- Oversee the sorting of camp mail and prepare outgoing mail.
- Coordinate work coming into and out of the office (i.e., photocopying, word processing, producing program materials, etc.).
- Be courteous and help expedite office business and the handling of any office concerns.
- Be familiar and follow through with camp policies regarding camper and staff phone calls and messages.
- Conduct end-of-season inventory of all office equipment and supplies.
- Pack all office materials and supplies when season ends.
- Be ready to accept other miscellaneous related secretarial responsibilities and other duties may be assigned as required.
- Responsible for exchanging Canadian and United States Currency.

Essential Functions

- Must be able to use office equipment such as the copier, telephone, fax, etc.
- Handle, file, and keep records neat and orderly.
- Relate to camper needs and maintain confidentiality.
- Handle money accurately and make change.
- Have a positive disposition when working with campers, faculty, staff, parents, and camp visitors both in person and on the phone.
- A neat appearance and exceptional customer service skills are also essential.

LIBRARIAN

Required Qualifications

- Music background (instrumental knowledge helpful).
- Music librarian experience extremely helpful.
- Ability to relate well to others.
- Desire to live and work in a summer camp community setting.
- Ability to operate computer, copier, and typewriter.
- Ability to operate Microsoft Office Suite fluently including Word and Excel and Google Docs.
- Ability to maintain contents of music library.
- Ability to supervise campers.
- Ability to accept guidance and supervision.
- Graduated from high school.

*Answers to Camp Directors.

General Responsibility

To facilitate the use of the library and to maintain inventory of music and other library materials.

Specific Responsibilities

- Fill folders for various groups each week ahead of time.
- Take folders to all rehearsals each day and collect them each evening. Check to see that all folders are present and accounted for.
- Be available to make copies for instructors as needed for teaching purposes.
- Supervise Music Library maintaining the security of building and all materials.
- Empty folders at end of each session. Destroy all copies.
- Mail borrowed music back to Guest Conductors.
- Keep an accurate inventory of all choral sessions music and how many copies of each that campers purchased and how many copies of each are to be returned to music store.
- Catalog new music purchased by camp.
- Keep library clean and neat at all times.
- Help with meal serving as outlined in schedule.
- Be ready to accept other miscellaneous library related responsibilities and other duties may be assigned as required.

Essential Functions

- Must be able to use office equipment.
- Handle and file music.
- Keep an accurate check-out system.
- Able to speak in front of large groups.
- Able to lift and carry heavy music boxes.
- Able to take a firm position in defending and maintaining the security of the library.
- A neat appearance and exceptional customer service skills are also essential.

HOUSEKEEPING

Required Qualifications

- Experience in cleaning.
- Knowledge of cleaning standards for bathrooms.
- Knowledge of cleaning standards for various situations.
- Ability to work well with others.
- Self-starter and organizer.
- Desire to live and work in a summer camp community setting.
- Graduated from high school.

*Answers to Camp Directors

General Responsibilities

- Daily cleaning of bathrooms in dormitories including showers, sinks and toilets.
- Clean public restrooms regularly and as necessary.
- Maintain inventory of cleaning equipment, supplies and Laundromat facilities including towels and bedding.
- Clean staff housing 1-2 times/week including showers, toilets, sinks, vanities and mirrors; mop hard surface floors; vacuum carpets; dust as necessary.
- Make up beds and guest rooms for staff who come by air transportation and Guest Conductors.
- Do laundry as necessary: cleaning rags; camp bedding, towels, etc.
- Make up bedding and towel sets for foreign campers as requested by Director of Student Activities.
- Help in any area of kitchen or dining room as requested by Food Service Manager.
- Ensure that adequate quantities of paper products are maintained in all restrooms.
- Be ready to accept other miscellaneous responsibilities and duties as they come up.

Essential Functions

- Must be able to use cleaning supplies and equipment properly
- Observe what needs to be done.
- Communicate with staff
- Have physical strength to lift, mop, vacuum, etc.
- Have a sense of pride in your work and desire to work for perfection in maintaining a clean and sanitary camp.

DEAN OF BOYS/GIRLS (Counselors)

Required Qualifications

- Desire and ability to work with children outdoors.
- Ability to relate to campers ages 10-18 and other adults.
- Ability to accept supervision and guidance.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- Desire to live and work in a summer camp community setting.
- 19 years of age or older with at least two years of college completed (or equivalent) and/or experience working with young people.
- Physical stamina to supervise junior high and high school campers.
- Leadership and confidence skills to command the respect of junior high and high school campers.
- Ability to work with peers in a positive and professional manner.
- Ability to care for and maintain the safety and welfare of campers.
- Ability to organize and administer group activities.

*Answers to Director of Student Activities.

Specific Responsibilities

- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for positive and supportive interactions between campers and staff.
- Provide opportunities for discussion of individual or group problems or concerns.
- Carry out established roles for supervising camper health.
- Carry out established roles for enforcing camp safety regulations.
- Supervise assigned aspects of the campers' day including morning wake up, dorm clean-up, meal times, evening activities, getting ready for bed, and after-hours duty as assigned.
- Instruct campers in emergency procedures such as fire drills evacuating the dorms, etc.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean up and chores, stewardship, sportsmanship, and table manners.
- Encourage respect for personal property, camp equipment, and facilities.
- Establish positive relationships with parents of campers.
- Be ready to accept other miscellaneous related responsibilities and other duties may be assigned as required.
- Assist with food service activities including serving at meal times.

Essential Functions

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary assistance to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to identify and respond to environmental and other hazards related to camp activities.

PHOTOGRAPHY & SOCIAL MEDIA SPECIALIST

Required Qualifications

- Experience using a camera (photo and video), photos & video editing software, social media and websites such as Facebook, Instagram, Twitter, and YouTube.
- Examples of photography and video editing work are required to apply.
- Must be able to supply own computer, camera, and photo & video editing software. Cell phone photography is not allowed.
- Ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- Ability to work under pressure.
- Desire to live and work in a summer camp community setting.
- 1 year of college completed or 18 years of age.
- Reference that would support honesty, integrity, and commitment.

*Answers to Camp Directors and/or Administrative Assistant

General Responsibility

To capture camp life in photographs and create short promotional videos for different programs offered at the International Music Camp and to maintain a positive social media presence of the International Music Camp on the internet over the course of the summer.

Specific Responsibilities

- Take engaging & varied photos of campers, faculty, and staff in all aspects of IMC life. These will be official promotional photos for IMC.
- Take video of specific programs and create at least two short videos per week focusing on one program each that can be uploaded to YouTube and our website. This will be official promotional material for IMC.
- Work with Camp Directors and/or Administrative Assistant to create focal points for promotional videos. All videos need to be run past Camp Directors before posting.
- Update Facebook albums and Instagram every 1-2 days and create other social media posts as directed by the Camp Directors.
- Consult with Camp Directors and/or Administrative Assistant before publishing.
- All work that is completed can be used for your own portfolio.

Essential Functions

- Taking and editing photos in the summer for IMC's promotional use throughout the year.
- Creating new IMC promotional videos as needed.
- Maintaining a constant, positive social media presence.

CAMP NURSE

Required Qualifications

- Licensed Professional Nurse, LPN, RN (minimum licensure).
- Must be 21 years of age or older.
- Experience with children and young adults desirable.
- Ability to originate, update, and/or monitor health care, dispense medication, maintain records, and implement the camp health care plan.
- Current CPR and first aid certifications.
- Desire to work and live in a summer camp community setting.

*Answers to Camp Directors and Director of Student Activities.

General Responsibilities

To be the health manager for the camp; supervise health and cleanliness standards; work with Camp Directors and staff; and help provide adequate physical health conditions for all.

Specific Responsibilities

- Ensure each staff member and camper has on file a health history and examination form, as required.
- Set up system for health screening for arriving campers and staff.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Coordinate coverage of the health center.
- Post hours for daily medications and health call.
- Make appointments, when necessary, with medical/dental personnel in the community.
- Check and issue first-aid kits.
- Keep accident/incident reports that can be used for risk-management assessment.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season.
- Monitor health of all staff.
- Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.
- Some duties may be reassigned and other duties may be assigned as required.
- Be knowledgeable of any information on all health forms that may be of significance to the welfare of staff and campers or to potential legal concerns of the camp.
- Make decisions based on current IMC Policies, ND Health Department Guidance, and CDC Guidance in regards to isolation and quarantine periods for campers, faculty, and staff.

Essential Functions

- Administer basic first aid
- Make recommendations for transfer to hospital or clinic when necessary.
- Read prescriptions and health forms and carry out orders.
- Lift/assist campers or staff and get to remote locations on camp property quickly.
- Work well with people ages 10 and up.