



Iron City Fishing Club Employment Information: 2019 Leader Team



Application Directions

Please read carefully the job descriptions for Headwaiter, Camp Coordinator, and Bookkeeper before you complete your application.

If you need to obtain an application, please email Nikki Lusk at ngwright@gmail.com. **The application form is also available on the Iron City website.**

Please type your information directly into the application and fill it out in its entirety. Please email your application to BOTH Nikki Lusk (ngwright@gmail.com) and Dave Brozeski (brozeski@comcast.net) no later than October 15, 2018.

The Human Resources Committee requests that you provide two letters of recommendation in addition to your application. One reference needs to be a non-relative who is a member of the Iron City Fishing Club. The second reference should be from someone outside of Iron City who can attest your qualifications for being a member of the leadership team. On your application, please indicate the names of the people from whom you are requesting references. Please ask your references to email letters to BOTH Nikki Lusk and Dave Brozeski by October 15, 2018.

Work Period and Training

All leader team members are expected to work a minimum of 40 hours per week. Leader team members are expected to be in camp a week before opening day in order to be present for leadership team and wait staff training. Encampment dates will be confirmed by the Board of Directors at the November 2018 meeting. If you are offered a position, you will be informed of arrival and departure dates once the encampment dates are finalized.

Application Checklist

In order for your application to be considered complete, it must include the following:

- [] An application with ***all*** essay questions answered and information included
- [] A letter of reference from an Iron City Fishing Club member who is not related to you
- [] A letter of reference from someone outside of the Iron City Fishing Club who is not related to you

General Responsibilities

All leadership team members must:

- Learn the fire and emergency procedures including phone numbers and all necessary directions and codes for the rescue workers.
- Take turns on night watch duty for the waiters. While on duty, he/she will have full responsibility for the welfare and behavior of the waiters. Each night watch person will debrief the rest of the team the following morning and any problems will be discussed and turned over to the headwaiters and/or HR as needed.
- Monitor the quality of the waiters' performances.
- Choose a paddle winner according to the instructions of the Human Resources chair and the camp President.
- Consult with the coordinator to set up the Paddle Award dinner.
- Communicate with HR Chair and Liaisons as needed.

Job-Specific Responsibilities

Bookkeeper (1 Position)

The Human Resource Liaison will check in with the Leadership Team to listen, support, and encourage the Team. The name of the HR Liaison is posted each week in the Dining Hall.

Primary Responsibilities:

- Accounting - In conjunction with and in support of the Business Manager:
 - Data entry for customer billing information (including scheduled outing charges, store and gas charges, transportation, housekeeping, etc.) and for member bill and statement generation.
 - Give the members their bills, answer all questions and concerns, receive payment and enter data
 - Accounting software and Excel experience desired but not required
- Common Responsibilities with the Coordinator in the Office:
 - Work closely with the Manager to ensure the smooth running of the Camp.
 - Assist the Manager to open and close the Camp,
 - Order and maintain supplies for the Store and any other supplies as directed by the Manager
 - Reservations
 - Take reservations and be in charge of keeping up with arrivals and departures and general office support including answering phones.
 - Check with members who are slow to make reservations
 - Maintain a forecast system for planning meals
 - Office Support - provide general office support including:
 - Answering the phone

- Sending and receiving faxes
- Read and respond to incoming email
- Answer or obtain an answer to members' questions
- Maintain an office atmosphere that is friendly, efficient and helpful.
- Back up for Coordinator
- Learn the Campers' names; be friendly and courteous.
- Know the Human Resource Committee's discipline procedures. All substantive disciplinary problems are to be reported to the Human Resources Committee who will be responsible for handling the problem in full communication with the President, Business Manager, and Leader Team.

Common Responsibilities with the other Leaders:

- Learn fire and emergency procedures including phone numbers, and all necessary directions and codes for the rescue workers.
- Take a turn on "night watch" duty for the waiters. While on duty he will have full responsibility for the welfare and behavior of the waiters. Each night watch person will debrief the rest of the team the next morning and any problems will be discussed and turned over to the Headwaiters.
- Monitor the quality of the waiters' performance.
- Choose a Paddle Winner according to the instructions of the Human Resources chair and the Camp President.
- Consult with the Headwaiters to set up the Paddle Award Diner.

Primary Hours on Duty:

Office hours will generally be 8:00am – 12:00pm, 1:00pm – 2:00pm, and 7:00pm-8:00pm, Monday through Saturday. Generally the office will be closed on Sundays but there may be special circumstances that would require the Bookkeeper's attention.

Headwaiters (2 or 3 positions depending on expected wait staff size)

A member of the Human Resources Committee will check in daily with the Leader team to listen, support, and encourage the Team. The name of the Committee member checking in will be posted at the Dining Hall.

Primary Responsibilities:

- In conjunction with the kitchen staff, the Headwaiters will:
 - Oversee the set-up, serving of meals, taking of orders, and cleanup three meals per day seven days per week.

- Check in with the Kitchen Manager daily to debrief on special needs of the day and on the waiters' job performance.
- Handle matters concerning the dining hall and meals in consultation with the Kitchen Manager and with support from Coordinator
- Supervise the waiters who serve the members and their guests.
- Monitor the quality of the waiters' performance with Leader Group
 - Communicate with the waiters and ensure jobs are well done
- Assign waiter other responsibilities on a rotating schedule and monitor their work:
 - Cleaning and setting up common areas (lodge, beach, dining hall, laundry room, grounds, tennis courts),
 - Ringing dining hall bell,
 - Extinguishing boardwalk lamps, etc.
- Consult daily with the Coordinator to discuss the upcoming Camp activities and both the extra and routine work needed to be done by the waiters. Assign jobs accordingly.
- In consultation with the Coordinator and Bookkeeper, and with the assistance of the HR chair, set up the Paddle Award Diner.
- Model a commitment to service and hard work to waiters while guiding and training them their daily tasks.
- Establish a regular schedule for the waiters to keep the waiter cabins clean, including bathrooms and areas around the cabins. A member of the Human Resources committee will inspect the cabins each week and approve the weekly clean cabin bonus, if applicable.
- Be responsible for keeping up with the plans of the Recreation committees and directing the Athletic Director, Water Sports Director, and Arts and Crafts leaders accordingly.
- Know the Human Resource Committee's discipline process and follow it if disciplinary needs arise. The Headwaiters must be open to suggestions from the rest of the Leader Team, as well as from Campers, the Manager, HR, and others, regarding the performance of the waiters. However, all substantive disciplinary problems are to be reported to the Human Resources Committee who will be responsible for handling the problem in full communication with the President, Business Manager, and Leader Team.

Common Responsibilities with the other Leaders:

- Learn fire and emergency procedures including phone numbers, and all necessary directions and codes for the rescue workers.
- Take a turn on "night watch" duty for the waiters. While on duty he will have full responsibility for the welfare and behavior of the waiters. Each night watch person will debrief the rest of the team the next morning and any problems will be discussed and turned over to the Headwaiters.
- Choose a Paddle Winner according to the instructions of the Human Resources chair and the Camp President.
- Consult with the Coordinator and Bookkeeper to set up the Paddle Award Diner.

Camp Coordinators (1 position)

A member of the Human Resources Committee will check with the Leader team to listen, support, and encourage the Team. The name of the Human Reason Liaison is posted each week in the Dining Hall.

The Coordinator spends his/her time in the morning inside the office attending to office work and support for the Bookkeeper and Business Manager and in the afternoons outside the office attending to the needs of the members, the committees, Club events, and day to day business of the Club.

Primary Responsibilities:

- Ensure that emergency procedure cards are in every cabin in Camp:
 - **The Coordinator must take responsibility for all emergency medical procedures to be placed in each cabin, and they themselves must be able to state these procedures and take the lead in calling for help.**
- Assist the Health Committee and the Camp doctor by:
 - Arranging for transportation for the doctor to and from camp,
 - Supervising the cleaning of the doctor's cottage and office,
 - Greeting the doctor and his or her family, and reviewing with them the following:
 - Camp rules
 - Access to laundry facilities
 - Use of club boat
 - Office hours
 - Notification of when not in Camp
- Attend to the needs of the members such as:
 - Arranging marina transportation
 - Arranging for ordinary cottage repair and for electricians
 - Receiving and sending emails, faxes, and telephone calls for or to members
 - Arranging for medical treatment for staff members and campers if needed
- Consult daily with the Headwaiters to discuss the upcoming Camp activities and both the extra and routine work needed to be done by the waiters.
- Be alert to matters concerning the dining hall and meals and available for support as necessary.
- Hear suggestions from the members and relay the suggestions to the appropriate person, such as the Headwaiters, Bookkeeper, the appropriate Club committee, a Club Officer, the Manager, or the President.
- Work closely with all Club committees when asked to assist.
- Assist the membership in organizing special recreational activities for staff and members.
- Support the Recreation Committee with the Sunday Golf tournaments and the Arts and Crafts program as necessary.

- Keep up with the schedule for Sunday Vespers and the Saturday Night Party. Based on the arrival and departure schedule they should notify members several weeks in advance of their upcoming turn.
- Make daily announcements in the dining hall including welcoming of new arrivals, special events and activities.
- Learn members' names and the committee structure of Iron City Fishing Club.
- Work closely with the Manager to ensure the smooth running of the Camp.
 - Assist the Manager to open and close the Camp
 - Order and maintain supplies for the Store and any other supplies as directed by the Manager
- Reservations
 - Take reservations and be in charge of keeping up with arrivals and departures and general office support including answering phones.
 - Check with members who are slow to make reservations
 - Maintain a forecast system for planning meals
 - Accounting software and Excel experience desired but not required
- Office Support - provide general office support including:
 - Answering the phone
 - Sending and receiving faxes
 - Read and respond to incoming email
 - Answer or obtain an answer to members' questions
 - Maintain an office atmosphere that is friendly, efficient and helpful.
- Serve as the Waterfront Coordinator
- In consultation with the Leader Team and HR or a designated support committee, design and coordinate multiple activities for the wait staff each week during their free time to provide learning experiences, team building exercises, creative outlets, recreational activities (i.e. camp type activities) for the staff
- Back up Bookkeeper
- Know well the Human Resource Committee's disciplinary process and support the Headwaiters if disciplinary needs arise. However, all substantive disciplinary problems are to be reported to the Human Resources Committee who will be responsible for handling the problem in full communication with the President, Business Manager, and Leader Team.

Common Responsibilities with the other Leaders:

- Learn fire and emergency procedures including phone numbers, and all necessary directions and codes for the rescue workers.
- Take a turn on "night watch" duty for the waiters. While on duty he will have full responsibility for the welfare and behavior of the waiters. Each night watch person will debrief the rest of the team the next morning and any problems will be discussed and turned over to the Headwaiters.
- Monitor the quality of the waiters' performance.
- Choose a Paddle Winner according to the instructions of the Human Resources chair and the Camp President.
- Consult with the Headwaiters to assist with the Paddle Award Dinner.

Primary Hours on Duty:

The Coordinator will hold office hours, ordinarily from 8:00am – 12:00pm; 1:00pm -2:00pm; 7:00pm-8:00pm, Monday through Saturday and is expected to spend time each day walking around the camp, meeting and greeting the members. Generally the office will be closed on Sundays but there may be special circumstances that would require the Coordinator's attention.

Waterfront Coordinator

The waterfront coordinator is an ancillary position usually, but not always, filled by the Coordinator.

The waterfront coordinator is responsible for overseeing the operation of the swimming area and supervising the camp lifeguards. Water safety during designated "open" beach hours is the waterfront coordinator's primary responsibility.

Candidates for waterfront coordinator should either be a certified lifeguard or possess comparable water rescue and first aid training and experience.

Specific job functions of the waterfront coordinator will include but are not limited to the following:

- Ensure a qualified lifeguard is on duty whenever the swimming beach is open. The waterfront coordinator will work with the headwaiter(s) to schedule lifeguards.
- Instruct lifeguards on proper performance of their duties. Note: ICFC lifeguards are typically newly certified with no practical experience.
- Ensure swimming areas rules/hours are posted at dining hall.
- Regularly inspect the waterfront area to ensure that it is safe, ready for camper use, and lifeguards are properly carrying out their duties.
- Ensure the beach is periodically raked and free of trash and debris.
- Ensure that buoys properly mark the swimming area boundaries.
- Ensure the floating platform, floating trampoline, and any future ICFC-owned "water toys" are properly anchored and safe for camper use.
- Ensure water rescue and first aid equipment is properly positioned and in good working order.
- Periodically conduct drills to ensure lifeguards and ICFC staff members know how to respond to a water emergency, including use of rescue equipment/techniques, administration of first-aid, and rapid delivery of victim to medical care.

- Address any camper complaints/concerns regarding swimming area operation.
- Supervise administration of traditional ICFC swimming tests (Minnow, Bass, etc.).
- Ensure any ICFC-owned boats, typically kayaks and sailboats, kept at the beach are securely moored and associated equipment (paddles, rudders, etc.) properly stored when not in use.
- Ensure wait staff assigned to gas dock is trained to assist boaters with docking arrival and departure and is on time and available during the scheduled hours to provide gas.

Wages

Typically, the pay is \$3,000. (Canadian Dollars), however the Board of Directors will determine the salary for the positions at the March 2019 Board meeting. Please remember that you will not receive your pay until the end of the season and therefore you should have adequate cash on hand to last you through the summer.