



# Residential Life Assistant Job Description

**Title:** Residential Life Assistant  
**Reports to:** Assistant Camp Director  
**Status:** Seasonal Summer

The Residential Life Assistant (RLA) will further the mission of Roundup River Ranch by supporting all campers, staff and program activities in Cabins, Housekeeping, and the Kitchen to ensure campers, volunteers, and staff have a positive camp experience; support kitchen staff to ensure high quality food service for all campers, volunteers and staff; support the cleanliness of all camp facilities and residential spaces; to ensure the highest standards of sanitation are met in all facilities to support the medical safety of all campers, staff and volunteers.

## Job Responsibilities

- Act in a professional manner as a role model for all campers, volunteers, and fellow staff
- Ensure cabin environment is physically and emotionally safe environment at all times
- Assist campers with personal care as needed, including but not limited to assisting campers with toileting and showering assistance, changing bedding, and washing camper clothes
- Ensure campers develop a positive daily routine, including morning and bedtime routines and meal timeliness
- Be familiar with all information available on the cabin and activity groups including medical and behavior alert lists, and any other information given by the support team, and communicate with Program Leaders about campers before they arrive at activity areas so they can set the group up for maximum success
- Ensuring all facilities are thoroughly cleaned on a daily basis including, but not limited to:
  - Disinfecting surfaces
  - Cleaning all toilets
  - Restocking soap, paper towels, toilet paper dispensers
  - Taking out trash from all facilities on a daily basis
  - Remaking beds as needed
- Assist with special cleaning projects, including but not limited to:
  - Disinfecting quarantine rooms and/or cabins using appropriate equipment
  - Cleaning up after spills and other messes
- Assist with delivery of clean linens
- Assist with pick-up and delivery of all soiled linens from residential areas
- Wash linens as needed
- Wash dishes, glasses, silverware, pots and pans 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 as needed
- Assist with food preparation as needed
- Clean spillage in kitchen or dining room
- Keep dishwasher area clean; Straighten counter/clean after each meal
- Supervise and assist dining room set up for each meal
- Assist campers, staff, and volunteers returning for seconds, and with clean up after meals
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation
- To teach or assist in teaching various skill areas as assigned
- Assist volunteers in understanding and completing various responsibilities
- Assist Medical, Kitchen, Program, and Cabin Teams with duties in Housekeeping, Kitchen, Cabins, as assigned daily
- Other duties as assigned

## Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Desire and ability to work as part of a team with volunteers and staff
- Desire and ability to support programs outside of the kitchen and housekeeping, interacting directly with children
- Desire to support children with chronic and life threatening illnesses by ensuring the highest standards of intentional programming, specific to safety, sanitation, and food service
- Ability to learn to do tasks as assigned
- Ability to accept supervision and guidance
- Ability to work well with others
- Good time management skills
- Enthusiasm
- Flexibility
- Willingness and ability to assist Assistant Director of Residential Life in the direction of volunteers in Cabin Life areas

## Special Conditions

- This is a residential position and requires long work days. Employees are assigned a daily one hour break. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.
- This position requires additional duties of program and camper support, including helping set up and take down evening camper activities, eating meals with campers, participating in assigned cabin activities, and helping program staff with leading camper activities.

## Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Must have the ability to walk, stand, sit, climb, kneel, crouch, stoop and stand
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.

## Applications

Applicants are asked to complete an online application. The application may be accessed through our website at [www.RoundupRiverRanch.org](http://www.RoundupRiverRanch.org).