

PUTNAM CAMP -- SUMMER OF 2018

**All jobs will begin on Saturday, June 23
and will end on Saturday, September 1.**

To contact the managers, Heather Bizon and Justin Doro, off-season:

- E-mail them at bizondoro@gmail.com
or manager@putnamcamp.org
- Send U.S. Mail to them at Heather Bizon and Justin Doro,
P.O. Box 182, New Haven, CT 06501
- Phone them at 607-279-8247 (Heather) or 203-444-9688 (Justin)

Summer contact info:

P.O. Box 24, Keene Valley, NY 12943 Phone (518) 576-4577

Information about Putnam Camp can be found on our web site, www.putnamcamp.org

WORKING AT PUTNAM CAMP

Putnam Camp is a small, not-for-profit, rustic family camp in the High Peaks region of the Adirondacks. Its capacity is 40 guests. Since 1877, families and individuals have vacationed at the Camp, their chief activity being hiking, though guests also enjoy a variety of other outdoor activities. The Camp provides rooms or small cabins and three meals a day for guests. Our staff totals ten, including the managers. All staff members have one full day off per week. All positions offer salary, room, board, the use of laundry equipment, and a unique summer experience. The Camp has a friendly, close-knit atmosphere, and staff members are encouraged to participate in its social life. The work schedule allows ample free time during the day for hiking, exploring, and enjoying the area. We have a strong preference for non-smokers.

All staff should be able to maintain a positive and flexible attitude and should be willing to live simply, but comfortably, surrounded by woods and mountains. The primary responsibility of all staff is to ensure that our guests have a relaxing, carefree, and enjoyable camp experience. Staff frequently consists of a mix of students that have grown up coming to Camp and have seen this as the ultimate summer job – a chance to romp around the mountains, eat great food, hang out with their peers, and get in great shape while getting paid. We have also had a number of college athletes because of the great training opportunities. From Nordic skiers to rowers, you can't beat the opportunity to combine work, play and training. Applicants should complete the application materials below. Please send a completed application, resumé, and the names and telephone numbers of two work-related references. We will give first consideration to applicants who are available the entire season.

CHOREPERSON ("CHOREP")

Tasks are rotated among four people and include serving dinner, preparing cabins for guests (cleaning cabins and bathrooms, making beds), assisting in breakfast and hikers' lunch preparation and set-up, cleaning up after meals, and cleaning public areas (porches and bathrooms). The chorepeople (in rotation) may be asked to spend an hour each day helping in the kitchen -- chopping, stirring, washing vegetables, and the like. Also in rotation, chorepeople assist in greeting arriving guests. During slow times, everyone helps with such tasks as doing errands, weeding the gardens, and light maintenance, and the entire staff works as a team to get the work done during the busiest times. Applicants must be at least 16 years of age.

MAINTENANCE ASSISTANT

Duties include routine maintenance tasks -- carpentry, plumbing and electrical repairs, gardening, lawn mowing, cutting firewood (using chain saw), and painting or staining. Applicants must have a driver's license, as the maintenance helper frequently drives the Camp pick-up truck. It is desirable for applicants to have some skills with hand tools and previous maintenance experience. The job has a fairly predictable schedule -- 8:30 to 4:30 with occasional evening responsibilities. Applicants must be at least 18 years of age.

MAINTENANCE SUPERVISOR

The maintenance supervisor is responsible for coordinating day to day operations of the physical plant. This includes routine maintenance tasks as well as longer term projects targeted at preserving the historic buildings or improving life at Camp. Duties include coordinating and completing routine maintenance tasks -- carpentry, plumbing and electrical repairs, painting and staining. Other tasks include maintaining chlorination operations, grounds, and trash removal. Applicants must have experience in a maintenance and/or carpentry position. Experience with woodworking equipment and hand tools is required. A valid driver's license is needed to drive the Camp pick-up truck. The job has a fairly predictable schedule -- 8:30-4:30 - with a willingness to address any emergency issues off-hours. Applicants must be at least 18 years of age.

BREAKFAST COOK/LAUNDRY PERSON

Responsibilities include preparing baked goods, oatmeal, granola, fresh fruit, and eggs to order, and some items for trail lunches, as well as one weekly cookout dinner and laundry duties -- washing and folding of all Camp linens. Salary \$350 a week plus room and board. Six days a week, with work usually finished by 11:00 a.m. (Laundry duties can be done in the afternoon or evening, if preferable.)

DINNER COOK

Responsibilities include meal planning (with the manager) for three-course dinners and preparation of dinners six nights a week for 20 - 50 staff and guests. The cook must be willing and able to cook with fresh ingredients and to prepare both meat and vegetarian meals. Scrumptious desserts are expected. Professional experience is not required, though it helps. The cook will also assist with ordering food and keeping track of supplies and will keep the walk-in refrigerator organized. Training provided for a person with some knowledge and the right instincts! Applicants must be at least 18 years of age. Pay \$450-600 per week, depending on experience. Room and board provided. Ten-week commitment -- from Saturday, June 27, to Saturday, September 5.

PUTNAM CAMP Application for Employment 2018

Name:

Permanent address:

Telephone:

Email address:

Present address:

Telephone:

Email address:

Position for which you are applying:

1. Are you legally authorized to work in the United States?

2. Will you be available the entire season? _____

If not, specify the dates you are available. _____

3. Please list any jobs you have held -- full or part-time, paid or volunteer. Use another sheet if necessary.

Name & address of employer

Position held

Responsibilities

Dates

Name & address of employer

Position held

Responsibilities

Dates

4. Why are you interested in working at Putnam Camp for the summer?

5. Describe an experience in which you worked independently with a minimum of supervision.

6. Describe an experience in which you worked exceptionally well as a member of a team.

7. What jobs do you enjoy most and why?

8. What jobs have been the most challenging for you and why?

9. What skills, interests and experiences do you feel qualify you for this position?

10. Have you had experience working with the public? If so, describe the nature of your experience and what you most enjoyed about this experience.

11. What else about you would it be helpful for us to know?

12. Please give the names and telephone numbers of two people who are willing to serve as references. Indicate their relationship to you and whether the phone number is day or evening.

Please attach your resumé.

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