

Friendship Ventures is a non-profit agency that creates unique educational, recreational and social opportunities for people of all ages with mental and physical developmental disabilities. We also offer conference and retreat services and professional team-building programs to the communities we serve.
Starting wage \$180/week plus shared room and board

Additional benefits? Can apply for academic scholarship

To apply contact us by phone, email, or mail:
Phone: 952-852-0101 or 1-800-450-8376 ask for any Program Team member
Email address: jobs@friendshipventures.org
Friendship Ventures
10509 108th Street NW
Annandale, MN 55302
Fax : 952 852 0123

or download application at:
http://www.friendshipventures.org/join/pdf/join_staff_app.pdf

Winter Camp Counselor

THIS IS A TEMPORARY POSITION DURING WINTER BREAK (12/26/09 - 12/31/09 AND/OR 1/2/10 TO 1/8/10)

Job Requirements: The Winter Camp Counselor should be a high school graduate, preferably in college. A successful CIT or volunteer experience Friendship Ventures may be an acceptable substitute for age requirement. Must be physically and emotionally strong, mentally alert, creative, and flexible. Must have the ability to lift at least 40 lbs. and work well with others. Must enjoy spending time outside in winter conditions.

Responsible to: Program Manager, Program Director

Responsibilities:

1. Responsible for the health, personal care needs, safety and general welfare of all individuals who are assigned to their cabin. Assist individuals with physical disabilities or other limitations who need support with eating meals, walking, transferring, using the bathroom, etc.
2. Responsible to assist in planning and implementing daily activities with Program Staff and co-workers to meet the needs and interests of the cabin group. Be active in all camp activities with encouragement and positive reinforcement.
3. Responsible to the health care and administrative staff for notification of sickness/injury, or change in participant behavior and to assist with treatments needed by participant.
4. Make sure all participants' belongings are properly checked in upon arrival and all items are present and accounted for when leaving. Assist them in caring for personal belongings; see that soiled items are laundered and that a clean outfit is available for going home.
5. Responsible for the completion of a physical assessment of each participant within 24 hours of arrival and the continuous monitoring of the individual thereafter.
6. Responsible for writing an experience report on cabin and other report, logs, and forms as necessary; assist in writing postcards, and making
7. Responsible for periodically serving as "Cabin Duty" person in assigned cabin (during rest hour and in evening after bedtime).
8. Responsible at all times for the appearance and cleanliness of cabin.
9. Attends Planning Meetings and communicates information discussed at meeting with cabin co-workers.
10. Write self-evaluations to be discussed and then filed. Personal evaluations are given by Village Leader upon completion of self-evaluations.
11. Provide information for written evaluations of volunteers assigned to cabin. Counselors are required to model an appropriate example for volunteers.
12. Participate in the planning and implementation of evening programs; such as skits, sing-a-longs, talent shows, etc. for all camp and village programs.
13. To perform any miscellaneous duties requested by the administrative staff.

Winter Camp Activities include but are not limited to: Broomball, snowshoeing, sledding, cross country skiing, music, arts and crafts, rock wall climbing, game room, camp fire, day trips, swimming, recreation, dancing and more.

For More Information Call: 952-852-0101 or 1-800-450-8376 ask for any Program Team member

Or Email: jobs@friendshipventures.org

FRIENDSHIP VENTURES HEALTH AND COUNSELING AIDE

Job Requirements: The Health and Counseling Aide may be a first-year nursing student, a certified nursing assistant or college student or graduate with training and experience in medication administration. The Health and Counseling Aide must complete an orientation/training session conducted by the Director of Health Care or assigned Health Center Staff and must successfully demonstrate all pertinent skills. CPR and/or First Aid certification or equivalent is required. Pleasant, positive attitude and good customer skills are required. Reside in assigned cabin with the campers and counselors.

Responsible to: Director of Health Care, Health Care Staff, Village Leader

Responsibilities: In addition to responsibilities listed in Counselor job description and under the supervision of the Health Care Staff, the Health and Counseling Aide is responsible to:

1. Administer topical medications and other treatments as directed by nursing staff.
2. Administer First Aid when needed.
3. Provide personal care to participants with special medical needs such as diabetes, gastrostomy tubes, ostomies, catheters.
4. Accompany participants to clinic or hospital.
5. Assure accurate and complete documentation on camper's treatment sheet.
6. Communicate campers' health needed to Health Center Staff.
7. Maintain personal health throughout camp season.
8. Complete self-evaluation and final program evaluation.
9. Be a role model and appropriate example for camp staff, volunteers and campers.
10. Perform additional duties as requested by supervisor

Summer Camp Positions

Village Leader – all sites

Job Requirements: The Village leader should be at least 21 years of age. A college major in a related field is preferred, but experience in the field of developmental disabilities may be an acceptable substitute. One or more years of residential camp experience, preferably in a camp for people with developmental disabilities. Current certification in Basic First Aid, Child/Adult CPR and Community Water Safety. Be able to provide "spunk" and positive energy to camp.

Responsible to: Program Director/Program Manager

Responsibilities to:

Campers / Villagers

laundry staff in monitoring care of client clothing.

Staff / Volunteer Support

Programs

leaders.

allowing the participants as much independence as possible. Manage day trip funds and document all expense: gas, food, and attractions. Route receipts to administrative staff. Assist participants with their personal money and purchases, if needed.

group. May make calls to parents/care providers for more information/clarification.

All Camp

staff, as well as participating in the gate checks themselves.

- a. Suggestions on staffing or budgeting
- b. Suggestions on job descriptions
- c. Comments on success/problem areas of summer
- d. List of needs

DISHROOM/LAUNDRY/HOUSEKEEPING STAFF

Job Requirements: Should be at least 16 years of age, self motivated, detail oriented and willing to be flexible in schedule and responsibilities.

Responsible to: Food Service Director

Responsibilities:

6. May attend program staff meetings and participate in evening programs, when other duties are completed.

DISHROOM/LAUNDRY/HOUSEKEEPING STAFF

Job Requirements: Should be at least 16 years of age.

Responsible to: Food Service Director

Responsibilities:

6. May attend program staff meetings and participate in evening programs, when other duties are completed.

FRIENDSHIP VENTURES

CAMP NURSE

Job Requirements: The nurse must be a graduate of an accredited nursing school and have a current RN License in Minnesota and CPR certification. RN may delegate to LPN following the agency scope of practice guide. Positive communication skills, detail orientated, organized and good customer service skills required.

Responsible to: Director of Health Care Services

Responsibilities:

1. Responsible for providing direct supervision and support of Health Care Staff.
2. Manage the posted weekly Health Center schedule and time off schedule; serve as relief while others have time off.
3. Assist Director of Health with camp staff orientation and Health Center staff orientation.
4. Train and assist off staff to work with participants with special medical needs such as diabetes, gastrostomies, ostomies, catheters, etc.
5. Review health histories prior to check-in for potential concerns and communicate information to other staff as appropriate.
6. Set up health center / manage inventory.
7. Assist with camper check-in and check-out process to assure completeness and satisfied customer service.
8. Communicate with care givers and parents regarding camper health care needs and notification of illness, injury or other event.
9. Medication administration as assigned and facilitate nurse double checks with HCA II's Sunday p.m.
10. Treat health care concerns of campers and staff, following protocols and physicians orders.
11. Manage health center documentation: audit medication and treatment sheets 3 times a week and also Health Center visit records.
12. Coordinate clinic appointments/transportation. Determine need for emergency transport, implement transport including needed paper work, and then provides briefing and positive communication after event.
13. Attend daily and weekly meetings.
14. Responsible for notifying Director of Health of:
 - a. incomplete files on participants (i.e., Health Histories, Physicals, Questionnaires or applications)
 - b. participants with special medical needs and special diets
 - c. any serious illness or injury of participants and/or staff and all work related injury
 - d. referrals to clinic/emergency medical care
 - e. medication errors
 - f. recommendations for a safe and healthy camp environment.
15. Write camper profiles and audit profiles for accuracy and completion 2-4 weeks prior to next camp session.
16. Complete weekly Infection Control reports and submit them to Director.
17. Write Health Care Staff evaluations, discuss outcome with the Director, whom will perform evaluation with Health Center Staff member.
18. Maintain cleanliness of the health center.
19. Serve as a positive, professional role model. Create team focus and support co-workers.
20. Maintain personal health throughout camp session and be a resource for medical wellness.
21. Perform other duties as requested by supervisor.

FRIENDSHIP VENTURES

HEALTH AND COUNSELING AIDE

Job Requirements: The Health and Counseling Aide may be a first-year nursing student, a certified nursing assistant or college student or graduate with training and experience in medication administration. The Health and Counseling Aide must complete an

orientation/training session conducted by the Director of Health Care or assigned Health Center Staff and must successfully demonstrate all pertinent skills. CPR and/or First Aid certification or equivalent is required. Pleasant, positive attitude and good customer skills are required. Reside in assigned cabin with the campers and counselors.

Responsible to: Director of Health Care, Health Care Staff, Village Leader

Responsibilities: In addition to responsibilities listed in Counselor job description and under the supervision of the Health Care Staff, the Health and Counseling Aide is responsible to:

5. Assure accurate and complete documentation on camper's treatment sheet.
6. Communicate campers' health needed to Health Center Staff.
7. Maintain personal health throughout camp season.
8. Complete self-evaluation and final program evaluation.
9. Be a role model and appropriate example for camp staff, volunteers and campers.
10. Perform additional duties as requested by supervisor.

FRIENDSHIP VENTURES

Health and Medication Aide

Job Requirements: The Health and Medication Aide- may be a graduate nurse, nursing student with clinical experience which includes skills and medication administration, other health care major (Pre-med, Physician's Assistant, or EMT) or individuals with experience in a health care setting. The Health and Medication Aide must complete an orientation/training session conducted by the Director of Health Care Services or assigned Health Center Staff and must successfully demonstrate all pertinent skills. First Aid/CPR certification or equivalent is required. Reside in Health Center and rotate on-call status. Pleasant, positive attitude and good customer skills are required. Must be detail orientated and organized.

Responsible to: Director of Health Care Services and Camp Nurse

Responsibilities: Work under the supervision of the Camp Nurse to:

1. Set up and administer medication.
 2. Assist with cabin staff training regarding treatments and cares.
 3. Administer First Aid and treatment to minor wounds as directed by the RN.
 4. Evaluate participants' medical needs and report to the RN.
 5. Monitor health care concerns of staff / participants and report to the RN.
 6. Attend staff meetings, display effective communication and implement solutions.
 7. Daily interact with assigned cabin groups at mealtimes, selected activities and as assigned.
 8. Write Health Care Profiles.
 9. Prepare / restock Health Center supplies and cabin health supplies prior to each session.
 10. Answer the phone.
 11. May need to communicate and clarify camper medical details with care giver / physician.
 12. Accompany participants to clinic or hospital.
 13. Maintain cleanliness of the Health Center.
 14. Monitor Health Center supplies and manage adequate stock.
 15. Maintain personal health throughout the camp season.
 16. Perform miscellaneous duties as requested by supervisor (i.e., ordering supplies; errands).
 17. Complete self-evaluation, seasonal evaluation with Dir. of Health Care, and final program evaluation.
 18. Be a role model and appropriate example for camp staff, volunteers and campers.
- May also perform duties of Health and Counseling Aide (See job descriptions)

CANTEEN MANAGER

Job Requirements: Prefer at least one year of college experience with a concentration in the sales/retail or bookkeeping field. Experience in a camp for people with developmental disabilities helpful.

Responsible to:

Director of Adventure Programming for canteen duties

Village Leader / Program Manager for cabin responsibilities / program staff duties

Responsibilities:

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COUNSELOR – all sites

Job Requirements: The Counselor should be a high school graduate, preferably in college. A successful volunteer experience Friendship Ventures may be an acceptable substitute for age requirement. Must be physically and emotionally strong, mentally alert, creative, and flexible. Must have the ability to lift at least 40 lbs. and work well with others.

Responsible to: Village Leader, Program Manager, Program Director

Responsibilities:

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LIFEGUARD

Job Requirements: Should be at least 18 years old and should have previous experience with waterfront supervision and swimming instruction. A W.S.I. Certificate or an equivalent is preferred and certification in Lifeguard Training is required. Current certification in Standard First Aid and CPR for the Professional Rescuer is required.

Responsible to: Aqua coordinator / Village Leader / Program Manager

Responsibilities:

1. Assume responsibility for safety of and staff during all aquatic activities.
2. Assist with instruction for adjusting to water, learning to swim, and adapted activities.
3. Assist with planning and leading rainy day activities.
6. Is responsible for providing a safe environment for to be involved in waterfront activities. Assist in their involvement in waterfront activities.
7. Help in assigned cabin when not working with waterfront duties.
8. Carry out duties and responsibilities listed for Program Staff.
9. To perform any miscellaneous duties requested by the administrative staff.

FISHING Guide

Job Requirements: The Fishing Guide should preferably be a college student or graduate in an education or related field and have a valid driver's license. Background in variety of recreational activities, fishing, and outdoor education preferred. Experience with individuals with developmental disabilities is helpful.

Responsible to: Aqua coordinator & Program Manager

Responsibilities: Catch Fish!

1. Organize, plan, and implement Hook, Line & Sinker special interest sessions and all fishing groups:
 - a. lead fishing for general cabins groups and Special Interest
 - b. evaluates and redefines sessions; constantly upgrading curriculum
 - c. manages budget and expenditures in relation to session
2. Responsible for scheduling of sessions, organizing individuals into special interest groups, and the notification to and staff of schedule.
3. Assist with the planning and leadership of rainy day activities.
6. Help in assigned cabin when not working with special interest or cabin group.
7. May assist in of day trips / hay rides / town runs, as assigned.
8. Carry out duties and responsibilities listed for program staff.
clean and safe order. Orders bait as needed.
Manager / Program Director.

NATURE / FARM YARD LEADER

Job Requirements: The Nature / Farm yard Leader should be a college student or graduate in animal or natural science or a related area. Must have experience with farm animals such as goats, sheep, chickens and bunnies. Experience with people with developmental disabilities is a plus.

Responsible to: Village Leader & Program Manager

Responsibilities:

1. Responsible for all equipment/materials in nature /farm yard area.
2. Provide instructions and supervision to and staff in nature activities.
3. Motivate to understand and appreciate the world in which they live by striving to make the study of nature easily adaptable to daily living.
4. Responsible for instructing camping skills to groups and assisting counselors and other staff in teaching camping skills to.
5. Utilize all camp areas useful for the observation, study, and development of an appreciation for nature.
6. Communicate regularly with counselors to learn of strengths and weaknesses of each group so plans can be made accordingly.
7. Carry out duties and responsibilities listed for program staff.

8. Experiment with a wide range of outdoor activities so new activities may be added to the Activity File.
9. Responsible for feeding and care of all camp animals at the farm yard each day. Is responsible to coordinate the feeding and care of all camp animals when is on time off or away from camp.
10. Share responsibility of driving hayrides, as assigned.
11. To perform any miscellaneous duties as requested by the administrative staff.

RECREATION/NATURE LEADER

Job Requirements: The Recreation/Nature Leader should be a college student or graduate in recreation or related field and have some camping and/or leadership experience in recreation/nature activities. Experience with individuals with mental retardation is helpful. Complete ropes course training. Become a certified instructor of Archery though the National Archery Association. CRP and First Aid Certified.

Responsible to: Program Manager / Village Leader

Responsibilities:

RECREATION LEADER

Job Requirements: The Recreation Leader should be a college student or graduate in recreation or related field. Experience with individuals with developmental or physical disabilities is helpful. Will possibly complete ropes course training and become a certified instructor of Archery though the National Archery Association. CRP and First Aid Certified required.

Responsible to: Program Manager / Village Leader

Responsibilities:

Program Floater

Job Requirements: The Program Floater should be flexible and knowledgeable about a variety of program areas, such as but not limited to day trips, special interests, art, music, recreation, cooking, nature and biking. Coordinate the all camp programs and special events. Prefer experience with persons with developmental disabilities.

Responsible to: Village Leader & the Program Manager

Responsibilities:

CAMPING LEADER

Job Requirements: The Camping Leader should be a college student or graduate in adventure-based, outdoor, or environmental education or a related field. Prefer some experience with persons with developmental disabilities.

Responsible to: Village Leader & the Program Manager

Responsibilities:

1. Schedules over night camping and picnic excursions with unit cabins and special interest groups at the camping meeting. Advises Health Care Coordinator and Village Leaders of schedule.
2. Provides instruction and supervision to staff and in camping activities.
 - a. Responsible for the accountability of camping equipment issued and received. Ensures that all equipment is returned in good condition and repaired if necessary.
 - c. checks-in and out camping equipment
3. Responsible for maintaining cleanliness of the tent room, screened-in porch, overnight camping sites and Thompson Hall.
4. Prepares utility packs of camping equipment for unit cabins.
6. Motivate group participation in overnight camping experiences.
7. Responsible to communicate decisions regarding overnight camping if weather conditions are doubtful to the counselors and other program leaders per the Program Manager.
8. Ensures sleeping bags have been heat treated, laundered (if necessary), tied, and returned to the tent room.
9. Communicates regularly with staff for evaluating camping area.
10. Attends program staff meetings and carries out duties and responsibilities listed for program staff if camping duties are completed.
11. Is responsible to visit each Village camp out, and support them with an evening program idea. Provide leadership and training in camping skills such as setting up tents, building a fire, cooking over a fire and so forth.
12. To perform any miscellaneous duties as requested by the administrative staff.

CANTEEN MANAGER

Job Requirements: Prefer at least one year of college experience with a concentration in the sales/retail or bookkeeping field.

Experience in a camp for people with developmental disabilities helpful.

Responsible to:

Director of Adventure Programming for canteen duties

Village Leader / Program Manager for cabin responsibilities / program staff duties

Responsibilities:

To perform any miscellaneous duties requested by the administrative staff

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Transportation Manager / Weekend Host

Job Requirements: The transportation leader/weekend host should be a college student or graduate and at least 21 years of age. Preferred knowledge of local area or willingness to navigate around city and rural areas. Live in position. Works at Camp Friendship /Annandale.

Responsible to: Program Manager

Responsibilities:

ARTS AND CRAFTS LEADER – all sites

Job Requirements: The Arts and Crafts Leader should be a college student or graduate in art, art education, industrial arts, recreation or a related field. Prefer some experience with persons with developmental disabilities.

Responsible to: Village Leader & Program Manager

Responsibilities:

MUSIC LEADER – all sites

Job Requirements: The Music Leader should be enrolled in music education, a music therapy program or have related experience. Prefer some experience with persons with developmental disabilities.

Responsible to: Village Leader & the Program Manager

Responsibilities:

DAY TRIP / LEADER (CF/EW)

Job Requirements: The Day Trip Leader should have experience and/or education in the field of developmental disabilities. One or more years in a resident camp, preferably in a camp for people with developmental disabilities. Current certification in Basic First Aid and CPR. Must have a valid driver's license, safe driving record, at least 3 years of driving experience and be at least 21 years of age. Must be able to lift at least 40 lbs.

Responsible to: Village Leader & Program Manager

Responsibilities:

Ropes Course Leader Camp Friendship

Job Requirements: The Ropes Course Leader should be a college student or graduate in recreation, recreation therapy, or a related field and enjoy spending time outdoors.

Prefer some experience with persons with developmental disabilities.

Responsible to: Director of Adventure & Program Manager

Responsibilities:

5. 4. Orient groups to proper safe use and procedures in activities and ropes course use.
6. Demonstrate knowledge of Team Quest policies and procedures.
7. Attend instructor training sessions when possible.
15. Assist with set up and take down of equipment as needed. Responsible for properly storing equipment after each use.
16. Responsible to report as soon as practicable any damage or deficiencies in program equipment, and accidents or hazards on the course to the Director of Adventure Programs.
17. Demonstrate a commitment to Friendship Ventures by conducting oneself in a professional manner.
18. To perform tasks as deemed necessary by the Director of Adventure Programs to ensure the success of and further develop the Team Quest programs.
19. Assure that the physical course is free of litter and that the environmental impact is minimal.

PROGRAM LEADERS

Work on your resume this summer...Lakeside!

Join the Friendship Ventures team and become part of an exciting program for individuals with developmental disabilities.

Our program leaders are responsible for the fun part of camp...the activities. Responsibilities include: developing and facilitating activities for cabin groups within their respective program area, working with other program leaders to plan and lead "all camp" activities and assisting in a cabin.

Positions are available in the following areas:

Arts and Crafts Leader

Lifeguard and Aqua Coordinator
Recreation Leader
Music Leader
Day Trip Leader
Ropes Course Leader
Camping Leader
Fishing Guide
Special Interest Leader
Public Relations Assistant
Canteen Manager
Special Diets Cook
Transportation Manager/Weekend Host
Cooking Leader
Nature/Farmyard Leader
Human Resource Assistant

Friendship Ventures is a non-profit agency that creates unique educational, recreational and social opportunities for people of all ages with mental and physical developmental disabilities. We also offer conference and retreat services and professional team-building programs to the communities we serve.

Purpose of Program Staff:

To offer many and varied activities throughout the day that the vacationers will enjoy. Be responsible to assist their learning, challenge their abilities, be innovative and look for new ideas.

Responsible to: Program Manager

General Responsibilities of Program Staff

1. Responsible for preparations and presentation of activities appropriate to ages, interest and ability level.
2. Orient staff to the proper rules, regulations, and procedures in related program activities. Emphasize safety precautions and emergency procedures.
3. Responsible to be a resource person at times to counselors through gathering ideas, setting up equipment and projects for counselors and to use on their own time.

Get Real Nursing Experience (Without the Funny White Shoes)

Are you seeking a nursing job that suits your schedule, provides career-building experience and lets you enjoy Minnesota's great outdoors? You've come to the right place.

Friendship Ventures offers a variety of seasonal, hourly and on-call jobs for registered nurses, licensed practical nurses, CNA's, TMA's, and student nurses. You'll gain practical experience working with children and adults with disabilities, while enjoying the relaxed, friendly environment of our wooded, lakeside camps - Camp Friendship, Eden Wood Center, and Camp New Hope.

Jobs are currently available with Friendship Ventures Resident Camp Programs, which are offered during the summer.

Benefits:

Salaries for full-time nursing positions with our summer resident camps are negotiable based on education, licensure and experience. Most full-time, summer camp employees live on-site at Eden Wood Center, Camp Friendship, or Camp New Hope; room and board are free. Childcare and housing for families can sometimes be arranged.

Full-Time Seasonal Jobs for Nurses and Nursing Students:

Camp Nurse: (5 positions)

RN or LPN to provide health education to camp staff and campers; administer medications; monitor health care needs of campers and staff.

Health and Counseling Aide: (25 positions)

Certified Nursing Assistant, student nurse or TMA to provide direct care to campers, including personal care; monitor special diets; administer simple treatments and first aid; assist camp nurse in providing supportive care for chronic medical needs.

Special Diets Coordinator: (1 position)

Dietetics or Nutrition major will coordinate the special diets of our campers this summer. Work with special diets such as diabetic, gluten-free, lactose-free, low fat, low cholesterol, low sodium, high fiber, high calorie, high protein, and PKU. Work with a wide variety of eating disorders and food allergies.

Health and Medication Aides (5 positions)

Graduate nurse, graduate practical nurse, or senior student nurse with healthcare experience and medication administration to provide health education to staff and campers; assist with camp nurse duties under the supervision of a registered nurse.

COUNSELOR – all sites

Job Requirements: The Counselor should be a high school graduate, preferably in college. A successful volunteer experience Friendship Ventures may be an acceptable substitute for age requirement. Must be physically and emotionally strong, mentally alert, creative, and flexible. Must have the ability to lift at least 40 lbs. and work well with others.

Responsible to: Village Leader, Program Manager, Program Director

Responsibilities:

Weekend Respite Counselor = CF/EW

The Counselor should be a high school graduate, preferably in college. A successful volunteer and/or Junior Counselor experience at Camp Friendship may be an acceptable substitute for age requirement. Must be physically and emotionally strong, creative, and flexible. Must be able to communicate effectively and accept constructive comments as well as compliments. Able to work well with others.