

BUCKHORN SEASONAL STAFF – 2026 JOB DESCRIPTION

SUPERVISOR: Program Director, Site Director

DATE RANGE: June 6 – August 9

POSITION SUMMARY

For 2026, Buckhorn Camp & Retreat Center is building a small, versatile team of Seasonal Staff Generalists. Staff will serve as Camp Counselors during our three youth camp sessions and will support camp operations in a variety of areas during the rest of the season, including kitchen/dining hall assistance, grounds & facility support, and activity/program facilitation.

This position is ideal for people who love working with kids, enjoy being part of a close-knit team, and want to gain experience across many aspects of outdoor ministry and camp operations.

ESSENTIAL FUNCTIONS

- Ability to assist campers or guests in the event of an emergency.
- Strength and endurance to maintain supervision and perform physical tasks at elevation (approx. 8,000 ft).
- Ability to be a positive role model for campers and guests.

ROLE STRUCTURE

1. Counselor Weeks (Full Staffing Required)

During Buckhorn's three summer youth camp sessions, staff will:

- Live with and supervise a cabin group up to 24 hours/day during camp.
- Facilitate activities, lead small groups, support camper wellbeing, and participate fully in program areas.
- Ensure camper safety (physical, emotional, and spiritual).
- Participate in staff training, staff devotions, and post-session evaluations.

2. General Support Weeks (Flexible Scheduling)

During all other summer season weeks, staff will rotate through support roles based on need, skills, and interest. Duties may include:

Kitchen & Dining Hall Assistance

- Meal prep support, serving, dishwashing, and cleaning.
- Maintaining a clean and safe food service environment.

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Grounds, Custodial & Maintenance Support

- General grounds work, cleaning, simple repairs, and facility resets.
- Supporting turnaround between guest groups.

Activity & Program Support

- Assisting with archery, rock climbing, team building, paddleboarding, outdoor education field trips, or guest-group activities.
- Helping host groups and ensuring a welcoming environment.

Flexible Weeks

Only about half of our 2026 season requires full staffing. For the remaining weeks:

- Staff may opt out of working if they prefer not to be scheduled.
- A season calendar and assigned dates will be provided early so staff can plan ahead.

GENERAL RESPONSIBILITIES (ALL WEEKS)

- Work cooperatively and constructively with the camp team.
- Follow camp rules, policies, and staff manual guidelines.
- Maintain a high standard of professionalism, including punctuality, appropriate cleanliness, and respectful communication.
- Encourage respect for personal property, camp equipment, and outdoor spaces.
- Manage time off in ways that do not detract from job responsibilities.
- Maintain good public relations with campers, guests, and parents.
- Complete necessary paperwork, health information, reports, and evaluations on time.
- Perform other duties as assigned by the Site Director or Program Director.

QUALIFICATIONS

- At least 18 years of age.
- Ability to work effectively with children, teens, adults, and peers.
- Ability to objectively serve people from diverse backgrounds and respect a wide range of spiritual needs.
- Good character, integrity, adaptability, and willingness to learn.

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- Enthusiasm, patience, self-control, and a sense of humor.
- Willingness to adjust to changing program needs and mountain-living conditions.
- Ability to follow supervision and collaborate with the staff team.
- Physical fitness to fully participate in and lead activities.
- Commitment to the camp policies and employment agreement.
- Desire to lead and serve in an outdoor setting.

PHYSICAL DEMANDS

- Ability to communicate clearly orally and in writing.
- Ability to provide instruction/information to groups of varying ages and skill levels.
- Visual and auditory ability to identify and respond to environmental hazards.
- Ability to enforce safety regulations and respond appropriately in emergencies.
- Ability to assist others during fire, evacuation, illness, injury, etc.
- Ability to safely use kitchen equipment.
- Prolonged standing, bending, stooping, walking, and hiking at elevation.
- Hand–eye coordination to use tools and equipment.
- Ability to lift/move items up to 50 lbs.

COMPENSATION

Pay starts at \$400 per week

All seasonal staff receive:

- On-site lodging
- Meals when camps or guest groups are in session
- Scheduled time off
- Access to 320 acres of remote mountain wilderness
- Close proximity to Fort Collins, Loveland, Cheyenne, and Laramie

ABOUT BUCKHORN CAMP & RETREAT CENTER

www.buckhorncamp.org

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