



Loon Lake 4-H Camp - Summer Employment Opportunities 2025

29906 Loon Lake Rd, Bigfork, MT 59911

<https://linktr.ee/loonlake4hcamp>

<https://loonlake4hcamp.com/jobs/>

Available Positions: Kitchen Assistant & Camp Assistant

Position Type: Hourly, Temporary/Seasonal. Duties occur onsite during camp sessions. Positions open until filled.

Scope of Contract: Hourly wage paid weekly. \$16+/hr depending on the candidate's experience. All summer staff have access to a private room on site, shared staff bathroom, laundry facilities, meals provided on camp days and access to the lake and camp amenities after hours and on non-camp days. Orientation session held on Thursday, June 12, 2025. Approximate start date Friday, June 13, 2025 and approximate end date on Saturday, August 9, 2025. Additional dates TBD. Actual schedule is dependent on seasonal bookings and will be shared before the hire is finalized.

Background Check: Prior to beginning employment and before an employment contract can be offered, candidates must submit to and pass a formal background check administered by an external entity.

Supervisors: Camp Manager & Head Cook

Key Service Relationships: Flathead 4-H Foundation President and Board of Directors, Camp Manager/Executive Director, Head Cook, MSU Extension Agents, Camp Leaders and Volunteers, Youth Campers, Event Guests, AirBnb Guests

Job Summary: Loon Lake 4-H camp is primarily an overnight summer camp for 4-H youth. The camp also hosts family reunions and other similar events. Assistants will help the Camp Manager and Head Cook in providing necessary services that are the foundation of camp operations. At minimum, the Assistants are expected to be available on-site one hour before group arrival times until one hour after group departure times and from approximately 7am until 8pm during all scheduled camp sessions. Actual daily scheduled hours, breaks and days off will be coordinated among the staff at least one week in advance. Overnight stay at camp is not required for Assistants with permanent residences in the Bigfork area.

Essential Responsibilities for both Kitchen Assistant and Camp Assistant:

- Attend pre-camp orientation and training session. Review and understand safe food handling guidelines.
- Follow all directions and instructions from Camp Manager and Head Cook.
- Respond as able to requests and questions from camp session group leaders and guests. All other concerns should be delivered to the Camp Manager or Head Cook.
- Follow safety guidelines for food handling, sanitizing chemicals, appliance use, dishwashing, and refrigeration.
- Assist in the organization/maintenance of kitchen inventory including unloading & storage of food supplies.
- Maintain cleanliness of the Assistant's private room and shared staff bathroom.
- Other job-related duties that may be necessary to carry out the responsibilities of the position.

Specific Essential Responsibilities for the Kitchen Assistant:

- Support and assist the Head Cook in the proper planning/preparing/presenting/serving of meals and storing of food in accordance with food safety guidelines and regulations, taking special care and attention for guests with allergies/dietary restrictions.
- Support all staff in tasks related to maintaining general cleanliness of the kitchen.

Specific Essential Responsibilities for the Camp Assistant:

- Maintain general cleanliness of the kitchen. Complete cleaning and sanitizing tasks during and after meal preparation/serving including assisting with cleaning and sanitizing the cooking/serving areas, small and large appliances, pots and pans, dishes, utensils and floors.
- Instruct and supervise 4-H and adult groups who come to wash/put away dishes after meals.
- Support or assist with Food Service related tasks as needed or called upon.
- ****Adult and youth camp guests in residence are requested to take primary responsibility for cleaning common areas, including bathrooms and removing trash, so the three tasks detailed below are general support items and not primary daily duties of the Camp Assistant.*
 - Assist with removing trash daily and sanitizing trash cans as needed in the kitchen and throughout camp. Assist with general cleanliness of Main Lodge indoor/outdoor common areas and tidiness around the camp. Assist with cleaning floors, sinks, toilets and shower areas and other basic bathroom maintenance duties as needed and requested.***

General Expectations:

- Participate in and encourage an atmosphere of respect, kindness and positivity.
- Display an active interest, concern, and enthusiasm with campers and guests.
- Communicate courteously and effectively with all guests.
- Follow, implement and encourage guest adherence to all camp policies, rules, and regulations.

Minimum Requirements/Qualifications:

- Minimum 17 years or older with an attitude of service and dependability. An ability to embody a commitment to the 4-H motto "To make the best, better!" and uphold the values of 4-H while representing the Camp & Foundation.
- Ability to undertake "Essential Responsibilities" above in a timely, friendly, respectful, detail-oriented manner.
- Have an enthusiasm for learning from experience while accepting guidance and direction.
- Ability to take initiative and work without direct supervision.
- Flexible and able to respond positively to changes in duties or schedule.
- Able to identify and respond to potential hazards; able to react calmly in emergency situations.
- Possess a commitment to safe food handling procedures. Must be willing to secure hair back or utilize a hat or hair net, wear appropriate footwear, an apron, and latex or plastic gloves. No uniform is provided, but proper clean clothing must be worn at all times. Basic personal hygiene practices must be followed.

Educational Requirements and Preparation:

- High school level education through 11th grade required. Some post-high school education or food service experience is a plus.
- Must be able to communicate clearly in English.
- Experience in a food service setting or in food preparation for large groups, ServSafe Food Safety Certified or Food Safe Permit is a plus! First aid certified & CPR certified a plus!
- 4-H knowledge or youth camp experience is a plus!

Physical Requirements:

- Must be able to lift or move up to 30 lbs unassisted or 50 lbs with assistance as needed
- Possess strength & endurance required to stand/move around on foot and function in a physically active environment for long work days and extended work weeks in a warm/hot indoor environment.

To Apply:

Submit a brief letter of interest, resume and two references via email to loonlakemanager@gmail.com with the subject "2025 Loon Lake Summer Camp Assistant!". Feel free to specify which Assistant position you are most interested in. Please address the cover letter to Jill Kahanek, Camp Manager.