



Special Ops Job Description

The Special Operations Team is essential to the successful functioning of all campuses. The team is responsible for transporting materials to campuses, equipment maintenance, inflatable supervision and care, warehouse organization and inventory. Special Ops Team members will be stationed at a specific campus or at the main warehouse. Special Ops may be called on to assist with the setup and breakdown of various events throughout the summer.

Requirements

Special Ops Team members must be at least 18 years of age and be in good physical condition. They must be able to lift at least 50 pounds. Special Ops members should be comfortable with Workplace, Workplace chat, ClickUp, and either Google Sheets or Microsoft Excel. Special Ops members who are not familiar or comfortable with these applications must be willing to learn and receive training on them. Special Ops Team members must be willing and able to work as part of a team.

Roles & Responsibilities

- Transport materials and equipment to campuses.
- Supervise and maintain inflatables when on campus.
- Setup and break down camp events including but not limited to Shades' Big Shindig, Pinewood Derby, and Beary Best Buddies.
- Work closely with the Director of Special Operations and the Director of Camp Operations to ensure materials arrive on campus in a timely manner.
- Work closely with the Director of Special Operations and the Director of Camp Operations to ensure an accurate inventory of materials exists on campus and in the warehouse.
- Check the quality of all materials and equipment before they leave the warehouse for a campus.
- Assist in packing campus specific storage containers before the start of the summer.
- Assist in unloading campus specific storage containers at the conclusion of the season.

Training Requirements: Special Ops Team members assigned to a specific campus are required to complete online training prior to the start of the summer that will include, but is not limited to, videos, online quizzes, and virtual meetings. Special Ops Team



members who are not proficient in Workplace, Workplace Chat, ClickUp, and either Google Sheets or Microsoft Excel will receive the necessary training prior to the start of the summer.

Daily hours: 8:30 AM - 5 PM, overtime is available throughout the summer as needed based on the camp calendar. Part time positions are available as well.

Salary: Starting at \$17 per hour

***Note: Special Ops employees have the opportunity for part-time work year round in our Monster Party Rental and Movie Flick in Your home business.