

JOB DESCRIPTION

POSITION: Group Leader

Minimum Qualifications

- Desire and ability to work with children in a camp setting
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to lead various activities, with the assistance of a counselor
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Ability to abide by the philosophies, goals, objectives, personnel policies, rules and regulations as stated by the camp

Responsible To

Division Coordinator, Assistant Director, Directors

General Responsibility

Assist direction, supervision, and organization of campers; these include but are not limited to the following:

Specific Responsibilities

1. CAMPER SAFETY- Know where your campers are at all times, be cognizant of the overall safety of each camper and maintain appropriate camper-to-staff ratios while supervising activities. Report the details of any near accidents or incidents, the recurrence of which may be prevented in the future through corrective action.
2. CAMPER HEALTH- Be watchful and observant of each child's health during the day. Promote cleanliness, good eating habits, sun protection, hydration, appropriate rest and exercise. Report all health problems to the directors and the camp nurse. Should an accident occur, you must remain calm and take control at the scene. Stay aware, assess the situation and take control. Secure the area and stop all activity so that no further injuries can occur. Do not attempt to move a severely injured person. Send a runner for the nurse or a first aider/lifeguard. Inform the directors and the nurse who will decide on further action to be taken. Prepare an incident report through interview with the nurse and director.
3. CAMPER PARTICIPATION- Ensure appropriate participation by each camper in all camp events. Provide reasonable options for those who, after careful consideration, request not to participate in a given activity. Lead campers in group program planning, problem solving, and group decision-making. Ensure fairness and diversity in the selection of group activities.
4. CAMPER SUPERVISION- Supervise your campers at lunch, on trips, busses or any unassigned times when they may be in your presence.

General Responsibility

Maintain and encourage appropriate relationships with campers, staff, parents, and the community

Specific Responsibilities

1. The Group Leader will serve as a positive role model for all campers, keeping in mind one's own behavior, language, attitude and appearance. Specific attention will be given to appropriate dress with regard to advertising messages, social signals and personal hygiene.
2. The Group Leader will make every effort to develop a good working relationship with all other staff members and campers. Group Leaders will set positive examples by sharing space and time appropriately and upholding appropriate sportsmanship.

3. The Group Leader will generate camp spirit by demonstrating enthusiasm in all camp activities.
4. The Group Leader will give attention to each camper, allowing for individual differences.
5. The Group Leader will ensure the counselor shares responsibilities and is given the opportunity to lead activities.
6. The Group Leader will maintain leadership of the group when attending specialty areas to support the Specialist in conducting a given activity.
7. The Group Leader will promote each camper's awareness of his/her daily progress during each session and throughout the summer, so that the campers will gain a meaningful perspective of their experiences and achievements.
8. The Group Leader will maintain professional relations with staff and campers (this includes C.I.T.'s). Details of personal relationships between staff members or others should not be brought up or displayed at camp. If, out of concern for the safety of an individual or the camp, one judges that disclosure of confidential information is necessary, it should be brought to the attention of Division Coordinators, Assistant Director and/or Directors who will manage such information with appropriate discretion.

General Responsibilities

To fulfill staff administrative roles and activities; these include but are not limited to the following:

Specific Responsibilities

1. The Group Leader will prepare for and actively participate in staff training, meetings, and evaluations.
2. The Group Leader will mark attendance or ensure its report each morning, and hand in attendance records to the office after each session.
3. The Group Leader will arrive at camp punctually each day (8:45am). Group Leaders will attend to punctuality with regard to the camp schedule and their commitments to others.
4. The Group Leader will be prepared ahead of time for any activity that s/he is responsible to lead. Group Leaders will assist in the organization and execution of any special event assigned to them.
5. The Group Leader will encourage respect for personal property, camp equipment, the natural environment and the camp's grounds and facilities by ensuring proper use and storage of equipment, and managing refuse and litter.
6. The Group Leader will report any physical damage, hazards or other concerns and suggestions for improvement to their Division Coordinators, Assistant Director, Directors and/or Maintenance.

JOB DESCRIPTION

POSITION: Counselor

Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to assist group leader in various activities
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Ability to abide by the philosophies, goals, objectives, personnel policies, rules and regulations as stated by the camp

Responsible To

Group Leader, Division Coordinator, Assistant Director, Directors

General Responsibility

Assist direction, supervision, and organization of campers; *these include but are not limited to the following*

Specific Responsibilities

1. CAMPER SAFETY- Know where your campers are at all times, be cognizant of the overall safety of each camper and maintain appropriate camper-to-staff ratios while supervising activities. Report the details of any near accidents or incidents, the recurrence of which may be prevented in the future through corrective action.
2. CAMPER HEALTH- Be watchful and observant of each child's health during the day. Promote cleanliness, good eating habits, sun protection, hydration, appropriate rest and exercise. Report all health problems to the directors and the camp nurse. Should an accident occur, you must remain calm and take control at the scene. Stay aware, assess the situation and take control. Secure the area and stop all activity so that no further injuries can occur. Do not attempt to move a severely injured person. Send a runner for the nurse or a first aider/lifeguard. Inform the directors and the nurse who will decide on further action to be taken. Prepare an incident report through interview with the nurse and director.
3. CAMPER PARTICIPATION- Ensure appropriate participation by each camper in all camp events. Provide reasonable options for those who, after careful consideration, request not to participate in a given activity. Lead campers in group program planning, problem solving, and group decision-making. Ensure fairness and diversity in the selection of group activities.
4. CAMPER SUPERVISION- Supervise your campers at lunch, on trips, busses or any unassigned times when they may be in your presence.

General Responsibility

Maintain and encourage appropriate relationships with campers, staff, parents, and the community.

Specific Responsibilities

1. The Counselor will serve as a positive role model for all campers, keeping in mind one's own behavior, language, attitude and appearance. Specific attention will be given to appropriate dress with regard to advertising messages, social signals and personal hygiene.
2. The Counselor will make every effort to develop a good working relationship with all other staff members and campers. Counselors will set positive examples by sharing space and time appropriately and upholding appropriate sportsmanship.
3. The Counselor will generate camp spirit by demonstrating enthusiasm in all camp activities.
4. The Counselor will give attention to each camper, allowing for individual differences.
5. The Counselor will assist the Group Leader by sharing group management responsibilities and by taking overall leadership of the group on occasion.
6. The Counselor will assist the Group Leader in maintaining leadership of the group when attending specialty areas to support the Specialist in conducting a given activity.
7. The Counselor will promote each camper's awareness of his/her daily progress during each session and throughout the summer, so that the campers will gain a meaningful perspective of their experiences and achievements.
8. The Counselor will maintain professional relations with staff and campers (this includes C.I.T.'s). Details of personal relationships between staff members or others should not be brought up or displayed at camp. If, out of concern for the safety of an individual or the camp, one judges that disclosure of confidential information is necessary, it should be brought to the attention of Division Coordinators, Assistant Director and/or Directors who will manage such information with appropriate discretion.

General Responsibilities

To fulfill staff administrative roles and activities; *these include but are not limited to the following:*

Specific Responsibilities

1. The Counselor will prepare for and actively participate in staff training, meetings, and evaluations.
2. The Counselor will mark attendance or ensure its report each morning, and hand in attendance records to the office after each session.
3. The Counselor will arrive at camp punctually each day (8:45am). Counselors will attend to punctuality with regard to the camp schedule and their commitments to others.
4. The Counselor will be prepared ahead of time for any activity that s/he is responsible to lead. Counselors will assist in the organization and execution of any special event assigned to them.
5. The Counselor will encourage respect for personal property, camp equipment, the natural environment and the camp's grounds and facilities by ensuring proper use and storage of equipment, and managing refuse and litter.
6. The Counselor will report any physical damage, hazards or other concerns and suggestions for improvement to their Division Coordinators, Assistant Director, Directors and/or Maintenance.

JOB DESCRIPTION

POSITION: Program Specialist

Minimum Qualifications

- Previous camp staff experience
- Desire and ability to work with children in a camp setting
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to plan, direct, and supervise a specific camp program area for people in groups
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Ability to abide by the philosophies, goals, objectives, personnel policies, rules and regulations as stated by the camp

Responsible To

Division Coordinator, Assistant Director, Directors

General Responsibility

Train campers and staff in a specific program area activity.

Specific Responsibilities

1. Teach staff their responsibilities in activity during pre-camp training.
2. Check lesson plans for all activities.
3. Teach and monitor proper use of equipment.

General Responsibility

Supervise campers, staff and program.

Specific Responsibilities

1. The Specialist will give attention to each camper, allowing for individual differences.
2. The Specialist will promote each camper's awareness of his/her daily progress during each session and throughout the summer, so that the campers will gain a meaningful perspective of their experiences and achievements.
3. Follow standard rules applicable to the activity, be familiar with and able to cite sources.
4. Be watchful and observant of each child's health during the day. Promote cleanliness, good eating habits, sun protection, hydration, appropriate rest and exercise. Report all health problems to the directors and the camp nurse. Should an accident occur, you must remain calm and take control at the scene. Stay aware, assess the situation and take control. Secure the area and stop all activity so that no further injuries can occur. Do not attempt to move a severely injured person. Send a runner for the nurse or a first aider/lifeguard. Inform the directors and the nurse who will decide on further action to be taken. Prepare an incident report through interview with the nurse and director.

General Responsibility

Monitor the Facilities and equipment of the activity.

Specific Responsibilities

1. Set up the activity area prior to and during staff training.

2. Conduct initial and end-of-season inventory, and store equipment
4. Set up and take down area and equipment each camp day; Close area when not in use in order to prevent unwarranted access to campers.
5. Check equipment and make (or file for) necessary repairs.
6. Submit orders for equipment and/or supplies when needed, ensuring timely arrival of materials.
7. Evaluate current season and make recommendations for equipment, supplies, and program for the following season.

General Responsibility

Maintain and encourage appropriate relationships with campers, staff, parents, and the community.

Specific Responsibilities

1. The Specialist will serve as a positive role model for all campers, keeping in mind one's own behavior, language, attitude and appearance. Specific attention will be given to appropriate dress with regard to advertising messages, social signals and personal hygiene.
2. The Specialist will make every effort to develop a good working relationship with all other staff members and campers.
3. Specialists will set positive examples by upholding appropriate sportsmanship at their activity area and by sharing their talents and energies appropriately with the camp during unscheduled times.
4. The Specialist will generate camp spirit by demonstrating enthusiasm in all camp activities.
5. The Specialist will ensure the counselor shares responsibilities and is given the opportunity to lead activities.
6. The Specialist will share leadership of the group with the Group Leader and Counselors of a group attending the specialty area.
7. The Specialist will maintain professional relations with staff and campers (this includes C.I.T.'s). Details of personal relationships between staff members or others should not be brought up or displayed at camp. If, out of concern for the safety of an individual or the camp, one judges that disclosure of confidential information is necessary, it should be brought to the attention of Division Coordinators, Assistant Director and/or Directors who will manage such information with appropriate discretion.

General Responsibilities

To fulfill staff administrative roles and activities

Specific Responsibilities

1. The Specialist will prepare for and actively participate in staff training, meetings, and evaluations.
2. The Specialist will arrive at camp punctually each day (8:45am). Specialists will attend to punctuality with regard to the camp schedule and their commitments to others.
3. The Specialist will be prepared ahead of time for any activity that s/he is responsible to lead. Specialists will assist in the organization and execution of any special event assigned to them.
4. The Specialist will encourage respect for personal property, camp equipment, the natural environment and the camp's grounds and facilities by ensuring proper use and storage of equipment, and managing refuse and litter.

5. The Specialist will report any physical damage, hazards or other concerns and suggestions for improvement to their Division Coordinators, Assistant Director, Directors and/or Maintenance.