

## Job Description for Unit Leaders

### **Minimum Qualifications**

- Ability to supervise counseling staff
- Ability to give continued training and support to staff throughout the summer
- Must have great skills with campers
- Ability to teach these skills to staff and campers of all ages
- Ability to maintain athletic facilities
- Desire and ability to work with children and Adults outdoors and indoors
- Desire and ability to work with children and Adults With special needs outdoors and indoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- College student or at least 21 years of age

### **Responsible To**

Executive Director and Summer Director

### **Camp Goals**

To Assist in every Day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camping Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

### **General Responsibility**

To supervise a camper unit. To ensure smooth day to day proceedings. To give continued support, training and supervision of staff. To teach and practice behavior management.

### **Specific Responsibilities**

- Must have a radio with them at all times.
- To train and supervise staff
- Observe and monitor camper behavior
- To relay relevant camper/staff information to the summer director
- To undertake camper behavior management when required
- Responsibility for ensuring staff complete relevant paperwork
- To be available to help in any facet of camp when required
- Plan and co-ordinate schedule
- Relay information to camper
- To know when to ask for help

### **WEEKLY ACTIVITIES:**

- Daily activities sessions must be planned taking into account the age and interests of the campers.
- Sessions must also assist cabin counselors in determining who represents the cabin during Kamp Olympics. Therefore, softball, basketball, running, crab race, kickball, and volleyball must be offered during the week. Weight lifting during cabin choice.

- Will organize activities such as “Capture The Flag”, “Me, Myself, and I”, hides, Scavenger Hunt and campfire activities as required.
- Responsible for setting up and running the Kamp Olympics.
- To run the orientation meeting on Sunday afternoons.

**Essential Functions must be able to:**

Train Staff  
 Observe camper’s behavior  
 Get to remote locations on camp property quickly

**Essential Functions continued**

Identify and respond to hazards  
 Learn Skills appropriate to age and gender  
 Plan and conduct activity.  
 Assist campers in emergency (fire, evacuation, illness, or injury)  
 Observe loading and unloading of buses and vans  
 Possess strength and endurance required to maintain constant supervision of campers.

**WORK HOURS:** Work week will be from Sunday approximately 11:00 AM until Saturday after the campers depart around 11:00 AM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the camp director, and the summer directors.

**All staff must be in Governors Hall and ready to work at 11:00 am. Sunday morning.**

**ON DUTY:** Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

**NIGHT OFF:** We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

**BUSSING:** Two members of the leadership staff will be assigned to supervise the bussing each incoming and outgoing day. These staff will be expected to man the office while the busses are out picking up or dropping off campers. A roster will be made to assign the leadership staff for each incoming and outgoing day.

**SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF**

**I have read the above job description and understand my responsibilities.**

\_\_\_\_\_  
**Print Name** **Date**

\_\_\_\_\_  
**Signature** **Date**