

## JOB DESCRIPTION

Position: Program

Desired 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 teach several activities
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self-control
- At least 18 years old with one year of college
- Current CPR and first aid certifications

Responsible To: Directors, Assistant Directors

Camp Goals: To provide a safe, natural, happy and secure environment where kids can be kids. We believe hiring and training a mature, caring fun loving staff is the key element in helping us achieve this goal each summer. We believe in providing a structured program for children that emphasizes a feeling of family, friendship and belonging and encourages active participation in a variety of experiences. We believe summer camp should be a positive growing experience for everyone involved.

General Responsibilities:

- To supervise campers, including enforcing safety regulations
- To identify and meet camper needs
- To carry out camp programs
- To fulfill other staff administrative roles

Specific Responsibilities:

- To attend staff training during pre-camp and in-service training
- To assist in opening the camp, including activity area set-up, equipment unpacking, cabin setup and cleaning, and basic grounds
- To live in cabins with groups of approximately 8 campers and 1-2 counselors
- To supervise and counsel campers, including overseeing all assigned aspects of the campers' day including morning flag salute, dorm clean-up, meal times, announcements / sign-ups, rest hour, free time, getting ready for bed, and after-hours duty as assigned, providing encouragement, support and friendship, helping each camper to have fun, make friends, and build his or her self confidence, providing opportunities for discussion of individual or group problems or concerns, recognizing and responding to opportunities for problem solving in the group, enforcing camp safety regulations and other rules

and policies, and carrying out established roles for supervising camper health

- To communicate in a timely manner with a Director about any concerns related to the supervision of the campers as outlined above
- To help campers choose activities and encourage them to try new things
- To develop opportunities for interaction between campers and staff
- To instruct campers in emergency procedures such as fire drills, evacuating the cabin/camp, etc.
- To assist in teaching or leading four activities daily, as assigned
- To prepare for and actively participate in staff training and meetings
- To set a good example for campers and others demonstrating punctuality, teamwork, sharing of clean up and chores, sportsmanship, manners, etc
- To follow all camp rules and policies
- To encourage respect for other people, the environment, personal property, camp equipment, and camp facilities
- To manage personal time off in accordance with camp policy
- To maintain good public relations with campers' parents and the local community
- To assist in camp closing as directed, including basic grounds cleanup, cleaning and organizing cabins, packing and storing supplies, examining, cleaning, packing, and inventorying equipment
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions:

- Cognitive and communication abilities to plan and conduct group and individual activities to achieve camp goals
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Possess strength and endurance required to maintain constant supervision of campers
- Ability to carry out all duties at an elevation of at least 5,500 feet
- Possess physical ability to move about the camp
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, or injury), and to communicate via radio and telephone to summon help