

# **GSCSNJ SUMMER CAMPS**

## *Job Description*

Job Title: **Assistant Unit Leader**  
Classification: Exempt (Seasonal)  
Reports to: Assistant Camp Director  
Location: Camp Sacajawea

### Position Purpose:

Unit Leaders are the primary caregivers for each camper. The Unit Leader is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

### Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes.
  - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - ♦ Assures campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ♦ Responsible for leading or assisting with the teaching of activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Provide for a progression of activities within the framework of individual and group interests and abilities.
  - ♦ Assist in all camp program areas and activities as directed.
  - ♦ Collect and evaluate records; report and evaluate camp program and activity areas.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - ♦ Ensure that campers receive their medications as directed by the Health Care Supervisor.
  - ♦ Be alert to camper and staff needs within your unit; discuss with the Health Care Supervisor and/or Camp Director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the Business Manager.
4. Be a role model to campers and staff in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Represent the camp when interacting with parents or community members.
  - ♦ Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
  - ♦ Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

### Other Job Duties:

- ♦ Attends all trainings and staff meetings before and during the camp season.
- ♦ Provide supervision for campers while at camp or on camp sponsored field trips.
- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Adhere to all GSCSNJ council policies and procedures.
- ♦ Observe all safety precautions and comply with all GSCSNJ council health and safety rules and procedures.
- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions.
- ♦ Assist with camper units as needed, including staff coverage.
- ♦ Assist with camp healthcare needs as needed, including camper check-in, supervision of ill campers, and non-emergency transport.
- ♦ Take daily attendance, inventory program supplies, provide written reports of incidents, accidents, and usage of first aid supplies.
- ♦ Supervise and guide Camp Aides within the unit.
- ♦ Survey your assigned unit area daily:
  - Keep the area free of hazards and debris.
  - Remove garbage from your unit area daily.
  - Items left in your unit area will be brought to Lost & Found daily.

### Qualifications:

- ♦ Must be 18 years of age.
- ♦ High school graduate preferred.
- ♦ First Aid/CPR certification preferred.
- ♦ Must submit health history record, examination form and record of immunizations prior to first day of work.
- ♦ Ability to interact with all age levels.

### Knowledge, Skills, and Abilities:

- ♦ Understanding of the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrated knowledge and skill in designated camp program areas.

### Physical Aspects of the Job:

- ♦ Ability to communicate and work with all participating groups and provide necessary instruction to campers and staff.
  - ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
  - ♦ Ability to observe staff behavior, assess its appropriateness, and report to the Camp Director as necessary.
  - ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
  - ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
  - ♦ Some physical requirements of a unit leader could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching.
  - ♦ The ability to lift program supplies up to 50 lbs.
  - ♦ The ability to withstand daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
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Employee Printed Name

Employee Signature

Date

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Director Printed Name

Director Signature

Date