

# **GSCSNJ SUMMER CAMPS**

## *Job Description*

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

### Position Purpose:

Assistant Unit Leaders are the support to the Unit Leaders who are the primary caregivers for each camper. The Assistant Unit Leader is responsible for assisting the Unit Leader in the 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.
  - ♦ Assure that 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 assisting with the teaching of activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Helps 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.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Helps provide the daily care of each camper within your supervision including recognition of personal health needs.
  - ♦ 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:

- ♦ 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 in Night Lites or Overnights on specified weeks.
- ♦ Assist with camper units as needed, including staff coverage.
- ♦ Will be evaluated weekly with five-minute feedback and/or skills verification checks.
- ♦ Will be evaluated mid-way through the camp season, and again at the end of the camp season. Evaluation will help determine the potential for re-hire the following year.

Qualifications:

- ♦ Must be 18 years of age.
- ♦ High school graduate preferred.
- ♦ First Aid/CPR certification preferred.
- ♦ Must submit health history record 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

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Employee Signature

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Date

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Director Printed Name

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Director Signature

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Date