

GSCSNJ SUMMER CAMPS

Job Description

Job Title: **Unit Leader**
Classification: Exempt (Seasonal)
Reports to: Program Manager
Location: Oak Spring Day Camp

Position Purpose:

Unit Leaders are the primary caregivers for each camper. The Unit Leader is responsible for teaching 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 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 program areas and camp activities as directed.
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 Health Supervisor.
 - ♦ Be alert to campers and staff needs within your unit; discuss with Health 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 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:

- ♦ Attend all trainings before and during camp season.
- ♦ 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, night lights, overnights, and other all-camp activities and camp functions.
- ♦ Provide supervision for campers while at camp or during camp-sponsored field trips.
- ♦ Supervise and guide Assistant Unit Leaders and Camp Aides within unit.
- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Provide written reports of incidents, accidents, and usage of first aid supplies.

Qualifications:

- ♦ Must be at least 19 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.
- ♦ Physical 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.

Employee Printed Name

Employee Signature

Date

Director Printed Name

Director Signature

Date