

CAMP KOREY JOB DESCRIPTION



Job Title: UNIT LEADER
Department: CAMPER OPERATIONS

Position Summary:

The Unit Leader is a seasonal leadership position. The primary responsibility of the Unit Leader is to oversee the operations of all camper cabins. This individual is responsible for helping to train and supervise our residential cabin counselors and PFD's (behavior support). The Unit Leader will work closely with both the year-round Support Team and camp counselors to ensure that lines of communication stay open. This position requires the ability to utilize significant judgment, work independently and well with a team.

Reports to: Program Manager

REQUIREMENTS

- 19 years old or completion of one year of college
- Have the physical and mental capability of caring for our campers
- Commit to the entire length of the summer program: June 18th - Aug 10th
- Attend Support Team training prior to all-staff arrival
- Position requires a flexible work schedule, including evening and weekend hours
- Live on-site at camp for the duration of the summer

RESPONSIBILITIES:

1. Directly responsible to the Program Manager and Camp Director with regard to policy, camp, parent and staff matters.
2. Serves as an active member of the Support Team and regularly consults with the team with regard to program matters.
3. The Unit Leader is responsible for strengthening communication between summer staff/volunteers and the Camp Support Team.
4. The Unit Leader will oversee the following daily activities:
 - a. Oversight of summer staff performance
 - b. Cabin Chat
 - c. Prompt attendance at all scheduled activities
 - d. Oversee cabin clean-up daily
 - e. Organize summer staff breaks and days off
 - f. Ensure that all policies are enforced (i.e. golf cart and lost camper policies)
 - g. Be familiar with and help carry out any and all safety and emergency policies and plans on a regular basis as deemed necessary by the Camp Director
 - h. Collaborate with the Child Life Specialist to oversee the PFD's (behavior support staff) and all camper-related problems such as homesickness, behavior and social support, etc.
 - i. Clearly review with each counselor their goals, personal objectives, and their cabin and counselor responsibilities
 - j. Oversee the inclusion of volunteers for each session
 - k. Be responsible for serving as a role model for counselors who may need support, as well as filling in for staff when needed
 - l. Lead, help organize, and suggest a varied series of creative games, skits, songs, and activities for rainy days and Cabin Nights
5. The Unit Leader shall fully participate in Support Team training, and participate and assist in the all-camp orientation.
6. Be responsible for assisting the Program Manager and Camp Director with counselor placement by cabin during summer sessions.
7. Responsible for the filing of all reports from each cabin, including camper, behavioral and incident reports.
8. The Unit Leader is responsible for knowing and adhering to all policies in the Camp Manual.

9. Be responsible for all items covered in the counselor job description.
10. Perform any other duties as deemed necessary to assure the smooth running of the camp.

Applications open January 8, 2018.