



## Unit Leader

### JOB DESCRIPTION

Department: CAMPER OPERATIONS

#### Position Summary:

The primary responsibility of the Unit Leader will further the mission of Camp Korey by supporting campers, staff, and volunteers throughout the summer. The Unit leader will help train and oversee residential cabin counselors as well as residential volunteers. The Unit leader will work closely with support team, facilities team, and volunteer coordinator to ensure camper, volunteers, and staff have a positive camp experience. The Unit Leader is responsible for overseeing the operation of all camper cabins: typically 4 cabin counselors, 10-12 volunteers, and 32-40 campers. This position requires the ability to utilize sound judgment, work independently and well with a team.

The Unit Leader will specialize in working directly with the residential life team reporting to the Child Life Specialist. They will work alongside the Activities Coordinator throughout the summer to achieve Camp Korey's mission of serving campers safely and intentionally.

Reports to: Child Life Specialist

#### **REQUIREMENTS**

- At least 19 years old with at least one summer of residential camp experience preferred
- Have the physical and mental capability of caring for our campers
- Commit to the entire length of the summer June 14<sup>th</sup> through August 16<sup>th</sup>
- Attend an additional day of leadership team training prior to all-staff arrival
- Willingness to work a flexible work schedule, including long hours, evenings and weekends
- Must reside on-site at camp for the duration of the summer
- Must pass thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Must have physical ability and stamina to walk long distances, over uneven terrain
- CPR/AED certification required

#### **RESPONSIBILITIES:**

1. Directly responsible to the Child Life Specialist and Camp Director with regard to policy, camp, parent and staff matters
2. Consults with the rest of the Support Team with regard to program matters regularly
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 residential life staff performance
  - b. Prompt attendance at all scheduled activities
  - c. Ensures daily cabin clean-up
  - d. Schedule summer residential life staff breaks and days off
  - e. Ensure that all new policies are enforced through explanations, i.e., golf cart and lost camper policies.
  - f. Be familiar with and help carry out any and all safety and emergency policies and plans as deemed necessary by the Camp Director
  - g. Clearly review goals, personal objectives, and responsibilities with Cabin Counselors
  - h. Be responsible for serving as a role model for counselors who may need support as well as filling in when needed during counselor time off periods
  - i. Oversee the inclusion of Volunteers for each session

- j. Coordinate with Activity Coordinator on camp-wide support needs, such as name badge distribution, t-shirt distribution, lost and found, birthday, special moments support, and cabin/program needs.
  - k. Coordinate with Activity Coordinator in weekly seasonal staff meeting intended for staff motivation and connection.
  - l. Lead, help organize, and suggest a varied series of creative games, skits, songs, and activities for rainy days and Cabin Nights
  - m. Supervise nighttime routine and organization of nighttime prep. Organize night-watch/duty for every cabin daily.
  - n. Provide assistance with behavioral support to staff, and directly with campers as needed.
  - o. Assist Camper Coordinator in arrival day organization and camper welcome
5. Work with full time staff to help organize and run volunteer orientation and training.
  6. The Unit Leader shall fully participate in Support Team training, and participate and assist in the all camp staff training.
  7. Be responsible for assisting the Child Life Specialist and Camp Director with counselor placement by cabin during summer staff training.
  8. Responsible for the filing of all reports from each cabin, including camper, behavioral and incident reports.
  9. The Unit Leader is responsible for knowing and adhering to all policies in the Camp Manual
  10. Be responsible for all items covered in the cabin counselor job description as needed.
  11. Perform any other duties as deemed necessary by the Camp Director to assure the smooth running of the camp