



YMCA Camp Bernie **Summer Camp Job Description**

Job Title: Overnight Camp Unit Leader

Reports To: Assistant Summer Camp Director, Summer Camp Director,
and Program Coordinator

Position Purpose: The Overnight Camp Unit Leaders further the mission of YMCA Camp Bernie and is responsible for the day-to-day organization and well-being of the unit. Unit Leaders are integral to the successful meeting of the intended camper outcomes within Overnight Camp. The Unit Leader is responsible for the coordination of unit programs, including special evening programs, All Camp Days and overnights. In addition, the UL will work with the Unit staff to help create a cohesive staff-camper group. They will help handle unit problems in the appropriate manner. The Unit Leader will inform the As Directors/Coordinator of any problems or concerns with the unit or request assistance if necessary. Planning here often is on a short notice basis due to weather changes and camper interest. Therefore, flexibility is important. The UL should work with the campers and staff to plan unit activities. Unit Leaders will also assist the Assistant Overnight camp Director in any and all programs.

Essential Job Functions:

- Assist with the leadership of Staff Training.
- Supervise and support unit staff, including preparation of evaluations.
- Plan and carry out unit programs.
- Teach in assigned activity area.
- Help to maintain camp spirit.
- Cover cabins on Counselors' days off.
- Know each camper as an individual.
- Create a meaningful experience for Unit campers and staff.
- Acknowledge accomplishment on the part of campers and staff.
- Keep staff members informed of progress and results of assigned work, unit programs, and all camp activities.

- Discuss each counselor's cabin activity plans daily: be sure planned activities provide variety, safety, and fun, and are suitable for the age group. Attend cabin activities daily to be aware of what transpires.
- Insist that reports and lesson plans from counselors are accurately completed and on time. See that your own paperwork is handled in a like manner.
- Avoid dictatorial methods, but be firm, if necessary, in your relationship with counselors and campers. Give guidance to counselors and give suggestions when needed. Avoid negative criticism whenever possible.
- Develop and implement programs and plans for Unit Activities.
- On opening and closing days of each session, welcome campers and meet as many parents as possible.
- Provide ample opportunity for each counselor to develop their leadership potential and initiative. Discuss with them their program suggestions and incorporate their helpful ideas into the program.
- Inspect each cabin and unit area daily. ULs are responsible for the cleanliness of their cabins and unit.
- Be alert for faulty equipment within the unit and eliminate hazards that might cause accidents and report all maintenance needs in writing.
- Attend Administrative Staff Team meetings.
- Communicate with the Program Coordinator any concerns regarding program.
- Communicate with the Assistant and Overnight Directors any concerns regarding staff or campers.
- Hold staff meetings when needed.

Qualifications

- At least 21 years of age at the opening of the camping season.
- One year of college education or the equivalent in experience significant for camping.
- Emotional maturity, good moral character, and integrity.
- Enjoyment of outdoor living.
- An understanding and liking of children.
- Must have previous camp experience, and superior leadership abilities.

Compensation:

- This position is paid a weekly rate of \$450. On-site room and board will be provided.

Physical Aspects of the Job:

- 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 the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

- Must be capable of being on your feet for long periods and be able to actively supervise children in a variety of indoor and outdoor environments. Must be capable of bending, kneeling, squatting and lifting 30 pounds. Must be able to visually account for all children in the program, whether inside or outside. Must be able to hear whistle or alarms. A clear speaking voice is needed to command control of the group.

Note:

Some physical requirements of a General Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.