

ASSISTANT UNIT LEADER

Job Description

Purpose:

To ensure the health and safety of campers.
To ensure that an enjoyable experience is provided for campers.
To ensure supervision of counselors in unit.

Qualifications:

At least 19 years of age.
Ability to work with children.
Previous experience as a counselor.
Ability to work cooperatively as a team member.
Ability to supervise counselors.
Knowledge of camp programming.

Responsible to: Unit Leader

Responsibilities:

- 1 Participate in pre-camp training.
- 2 Comply with personnel policies for camp staff.
- 3 Know each camper assigned to unit and help him/her get the most from the camp experience.
- 4 Participate in and provide leadership for the general camp program.
- 5 Work cooperatively with other staff members.
- 6 Ensure the health and safety of all campers.
- 7 Participate in the opening and closing of the unit and the camp at large.
- 8 Live in tent with campers and/or teach program area skills to campers.
- 9 Monitor diet and behavior of assigned campers.
- 10 Offer emotional support and guidance to campers and counselors.
- 11 See that assigned campers have forms of simple sugar available at all times.
- 12 Assist Unit Leader in scheduling programming for unit tent groups.
- 13 Maintain necessary records and complete requested forms and reports.
- 14 Participate in unit housekeeping, sanitation, and care of camp equipment.
- 15 Assist in the supervision of counselors and CITs in unit.
- 16 Serve and supervise campers' meals and snacks.
- 17 Assist in supervision of unit programs, night watch duty, and time off.
- 18 Participate in staff meetings during camp week.
- 19 Assist in supervision of CITs and see that they have a meaningful program.
- 20 Supervise one program area as assigned by Program Director including: procurement of supplies, planning activities, arranging for progression of skills, and recognition of accomplishments.
- 21 Participate in blood testing in unit, if available.
- 22 Relay problems in unit to the Unit Leader.
- 23 Assume duties of Unit Leader in his/her absence.