

UNIT LEADER / HEAD COUNSELOR

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 21 years of age.
Ability to work with children.
Previous experience as a counselor.
Knowledge of diabetes management.
Ability to work cooperatively as a team member.
Ability to supervise counselors.
Knowledge of camp programming.

Responsible to: Camp Director and Assistant Camp Director

Responsibilities:

1. Participate in and provide leadership for 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. Supervise the opening and closing of the unit and the camp at large.
8. Live in tent with campers 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 unit has forms of simple sugar available at all times.
12. Participate in year-round planning for the camp session.
13. Assist Program Director in scheduling programming for unit tent groups / cabin.
14. Maintain necessary records and complete requested forms and reports.
15. Participate in unit housekeeping, sanitation, and care of camp equipment.
16. Supervise all counselors and CITs in unit / cabin.
17. Assist in serving campers' meals and snacks.
18. Supervise unit programs, special events, night watch duty, and time off.
19. Participate in staff meetings during camp week.
20. Assist in supervision of CITs and see that they have a meaningful program.
21. Maintain emergency communication network.
22. Assist in supervising blood testing in unit with medical personnel, helping to train counselors in blood testing procedures and organization.
23. Relay problems in unit to the Camp Director or Assistant Camp Director.
24. Assist in evaluating Unit / Cabin Counselors at end of camp session.