

# **Camp High Hopes**

## ***Activity Leader***

### ***Job Description***

Job Title: **Activity Leader**

Classification: (Seasonal)

Required to live onsite at camp: Yes (Communal Living Necessary)

Reports To: Program Director or Assistant Program Director

Position Purpose: Counselors are responsible for supervising campers and providing for their care, safety, and well-being

Specialized Area of Activity:

Arts & Crafts Lead  
Recreational Games & Archery  
Waterfront  
Adventure & Outdoor Programming  
Nature Education

Essential Job Functions:

1. Lead & Assist in the direction, supervision, and organization of your assigned Activity
  - ♦ Expected to remain involved and participating in all areas with staff and campers
  - ♦ Apply basic development principles in working with campers through communication, relationship development, respect for camper needs, involvement, and empowerment with people with disabilities.
  - ♦ Be aware of and enforce safety guidelines of your specified activity/ area.
2. Participate in the program activities for campers within the mission and outcomes.
  - ♦ Actively participate in all program activity areas as scheduled.
  - ♦ Set a good example to campers and others regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.
  - ♦ Ensure all activities planned are adaptive for all abilities
  - ♦ Certify all areas of activity have completed inspections according to your activity requirements.
  - ♦ Design and organize the development of your activities according to time and resources available on site and within activity binder(s).
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Provide the daily care of each camper within your supervision including recognition of and assistance with personal health needs. Includes, but not limited to assisting campers with activities of daily living such as toileting, bathing/showering, brief changes, feeding, dressing, brushing teeth, and other activities of daily living that campers might need assistance with while they are at camp. Expected to assist when available.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems and discuss with HealthCare Director and/or Program Director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Healthcare Director and/or Camp Director.
  - ♦ Follow and uphold all safety and security rules and procedures.
4. Be a role model to campers and staff in your attitude and behavior.

### Other Job Duties:

- ♦ Report directly to Program Director and Assistant Program Director with any staff and/or camper issues.
- ♦ May be required to work irregular hours, including overnights. May be exposed to extended hours in the sun, heat, or varying weather conditions and exposure to insects and animals.
- ♦ Participate enthusiastically in all camp activities, planning, and leading.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and camp functions.
- ♦ Regular and punctual attendance at location determined by employer.
- ♦ Keep clean appearance.
- ♦ Other duties as assigned.

### Knowledge, Skills, and Abilities:

- ♦ Training and experience in adapting and teaching program activities to individuals with special needs.
- ♦ Desire and ability to work with special needs children and adults outdoors.
- ♦ Understand the development and adaptation needs of special needs children and adults.
- ♦ Demonstrate knowledge and skill in designated camp program areas.
- ♦ Ability to interact with all age levels.

### Equipment Used @ Camp:

General knowledge and use of below listed equipment may be required. Please be familiar with using adaptive equipment, aquatic equipment, helmets, life jackets, canoes, paddle boats, fishing poles, art and craft supplies, nature equipment, bicycles, miniature golfing equipment, archery equipment, outdoor cooking equipment, tenting equipment, horseback riding equipment, patient lifts, wheelchairs, walkers, medical and hygiene supplies, and other camp program equipment.

### Qualifications:

1. 18 years of age or older
2. Certificate or demonstrated experience in specialized area.
3. Sincere and genuine interest in working with individuals with special needs
4. High level of maturity and integrity
5. Enjoyment and appreciation of nature
6. Current Standard First Aid and CPR certification (Can be obtained during staff orientation)
7. Current physical examination, renewable every two years. Documentation provided to HealthCare.
8. Possess Leadership qualities such as: Critical Thinking, Problem Solving, Decision Making and good Communication
9. Valid Driver's License