

Camp High Hopes

Day Camp Lead

Job Description

Job Title: **Day Camp Lead**

Classification: Seasonal

Required to live onsite at camp: No (Communal Living Optional)

Reports To: Program Director or Assistant Program Director

Works with: Sleep Away Lead & Day Camp Staff

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

Essential Job Functions:

1. Manage the direction, supervision, and organization of campers and Day Camp Staff within activities and throughout the camp in order to meet the intended camper outcomes.
 - ♦ Apply basic development principles in working with campers through communication, relationship development, respect for camper needs, involvement, and empowerment of individuals with disabilities.
 - ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
 - ♦ Familiarize yourself with all individual backgrounds and health needs prior to camper arrival.
 - ♦ Assure campers & Staff are properly supervised at all times.
 - ♦ Work accordingly with Sleep Away Lead to develop weekly Activity schedules, daily staff breaks and staff time off.
2. Ensure that camp staff and campers know and follow safety and educational procedures in program activities.
 - ♦ Assist in the implementation of staff training.
 - ♦ Ensure campers and staff follow safety procedures & guidelines for program activities, equipment and supplies.
 - ♦ Conduct daily check of the assigned program activity area and equipment for safety, cleanliness, and good repair.
 - ♦ Be aware of and implement safety guidelines.
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.
 - ♦ 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. Participate in the program activities for campers within the mission and outcomes.
 - ♦ Actively participate in all program activity areas as scheduled.
 - ♦ Assist in leading program activity areas such as aquatics, waterfront, nature education, arts & crafts, adventure, horseback riding, and recreational games.

- ♦ Set a good example to campers and others regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - ♦ Ensure all staff are completing all necessary documents and updating camper/ counselors notes.
5. Be a role model to campers and staff in your attitude and behavior.

Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested for staff and campers, when applicable.
- ♦ 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. 21 years of age or older
2. Sincere and genuine interest in working with individuals with special needs
3. High level of maturity and integrity
4. Enjoyment and appreciation of nature
5. 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