



**Boys & Girls Clubs of Metro South
Job Description**

TITLE: Camp Riverside Specialist
JOB FAMILY: Camp
FLSA STATUS: Non-Exempt - Seasonal
REVISED: February 2021

POSITION SUMMARY:

The Camp Specialist is responsible for developing, supervising and organizing one or more specific program areas within a campsite.

ESSENTIAL FUNCTIONS:

Youth Development

- Design camper programs around specific camp specialists of an athletic, creative, physical and/or educational nature.
- Plan and schedule activities base on the abilities, and interest of campers.
- Write lesson plans that will engage campers, foster, and enhance their skill development.
- Demonstrate appropriate use of equipment, proper techniques in activity participation, and articulate expected learning and achievement for satisfactory completion of activities.
- Provide supervision of campers participating in scheduled camp events.
- Resolve issues of interpersonal, behavioral, and administrative nature; administer disciplinary action in accordance with camp standards.
- Provide feedback to campers and camp leadership regarding camper progress and concerns; identify and communicate areas for improvement.
- Contribute ideas and suggestions to camp management in areas of program participation growth, camper satisfaction, and retention of campers.

Health & Safety

- Monitor participation to ensure safety rules and requirements are followed.
- Maintain awareness of potential health and safety issues, identify hazards, and take appropriate action to resolve.
- Assume other duties as assigned.

QUALIFICATIONS:

- Minimum 18 years of age.
- Minimum 2 years of High School required; High School graduate or minimum one year of college preferred.
- Experience working with children in day camp setting.
- Experienced and skilled in one or more camp program activities
- Ability to interact effectively with children and parents on a range of issues.
- Training and experience in job related course.
- Certified, or ability to be certified, within first 30 days of hire in CPR, First Aid, AED, Child Abuse Prevention.

BOYS & GIRLS CLUB COMPETENCIES:

Mission and Community Oriented: Accepts and demonstrates Boys & Girls Club values.

Works effectively with people with different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

People Oriented: Seeks first to understand other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet and exceed goals and deliver a high value experience for members. Embraces new approaches and discovers new ideas to create a better experience. Makes sound judgment and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising, follows budgeting policies and procedures, and reports financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change; seeks opportunities in the change process.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position is to have the ability to lift up to 50lbs, walk and hike several miles daily, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.