Boys and Girls Clubs of Metro South
Job Description

TITLE: Camp Unit Leader
JOB FAMILY: Camp
FLSA STATUS: Non-Exempt
REVISED: February 2019

POSITION SUMMARY:
Provide leadership and guidance to camp counselors.

ESSENTIAL FUNCTIONS:

Leadership

- Provide supervision of counselors and camper groups participating in scheduled camp events.
- Monitor and provide guidance to counselors & campers in areas of health and safety, team building, and interpersonal relationships.
- Resolve issues of interpersonal, behavioral, and administrative nature; administer disciplinary action in accordance with camp standards.
- Provide feedback to 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.
- Maintain awareness of potential health and safety issues, identify hazards, and take appropriate action to resolve.

Youth Development

- Responsible for maintaining discipline among campers as needed.
- Implement curriculum and activities according to schedules.
- Care for a group of children as needed in case of staff shortage.

Health & Safety

- Consistently communicate with direct supervisor regarding cleanliness and safety of facility.
- Helping maintain camp, including cleaning, equipment, and all records.
- Respond appropriately to all emergency and non-emergency situations and fill out necessary paperwork.
- Understand and help implement all emergency drills as needed.
- Report all incidents to direct supervisor and fill out necessary paperwork.
• Notify supervisor of any broken or malfunctioning equipment immediately.
• 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.
• Experience in one or more camp activities including: outdoor living, boating, archery, camping, music, skits, sports, aquatics, recreational games or similar.
• Ability to interact effectively with children and parents on a range of issues.

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 are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:
I have reviewed the above job description and understand my responsibilities as described:

Print Name:__________________________________________________ Date:_____________
Signature:___________________________________________________ Date:_____________

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business
needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature:_________________________________________ Date:___________