



## Junior Volunteer Director

Position Title: Junior Volunteer Director

Employment Status: Seasonal, Temporary

Pay: Weekly rate, meals and lodging included.

Responsible to: Assistant Camp Director

The Junior Volunteers (JV) Director is the primary caregiver for campers in the Junior Volunteer program. This person should have supervisory experience. They are responsible for planning, teaching, coordinating and carrying out an established leadership program for Junior Volunteer Campers (JV-campers) who are 16 and 17<sup>th</sup> years old. Group leadership, youth development experience and program development skills needed. Promote high standards in all aspects of the camp program. Serve as a role model to campers and staff by your actions, appearance, manners, language, and general conduct. Participate enthusiastically in all camp activities, planning and leading those as assigned.

### **ESSENTIAL DUTIES:**

1. Direction, supervision, and organization of campers in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with JV-campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Ensure JV-campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
  - Create schedule to incorporate program areas, transportation, food service and health needs.
  - Maintain excellent communications with other staff members involved in the JV program.
  - Work in other areas of camp, as assigned.
2. Participate in the development and implementation of program activities for JV-campers within the mission and outcomes.

Responsible for leading and assisting with activities and leadership development.

- Organize and implement a comprehensive and progressive leadership program consistent with Okizu's guidelines.
- Actively participate in all program areas.
- Provide for the progression of activities within the framework of individual and group interests and abilities.
- Assist in program areas such as ropes course, archery, fishing, all camp activities, and arts and crafts.
- Get to know the JV-campers in the cohort and help them grow as a community as well as individual.
- Lead daily Cabin Chat to enhance teamwork.
- Deliver outdoor skills programming appropriate for the age and ability of the campers.
- Submit a JV Director's report at the end of the season

3. Maintain high standards of health and safety in all activities for JV-campers and staff.

- Provide the daily care of each JV-campers within your supervision including recognition of personal health needs.
- Ensure that JV-campers receive their medications as directed by health staff.
- Be alert to JV-campers, campers, and staff needs and assist them with personal and/or health problems, and discuss with health staff and/or Camp Director when appropriate.
- Be alert to equipment and facilities to ensure proper utilization, care, and maintenance is adhered to; report repairs needed promptly.
- Report accidents and incidents promptly.
- Ensure that ACA standards, state codes, and guidelines from Okizu are being followed.

4. Be a role model to JV-campers ,campers, and staff in your attitude and behavior.

- Follow and uphold all safety and security rules and procedures.

5. Participate as a member of the camp PULSE team to plan, direct, and supervise all camp operations.

- Work with staff to develop program curriculum, awards programs, and leadership programs.
- Maintain clear and positive written and verbal communication with all camp staff.
- Assist where needed on camper arrival and departure days.
- Be a bus chaperone, providing check in/out support, active supervision on buses and outstanding customer service to families.

6. Other duties as assigned.

- Assisting staff on site
- Maintenance upon request

**JOB REQUIREMENTS:**

1. Previous experience in residential camping.
2. Current certification in first aid and CPR.
3. Prior experience in the development and delivery of recreational programs.
4. Must submit health history record and examination completed by MD, RN, PA or NP form on first day of work.
5. **Minimum age: 21 years**
6. Minimum six weeks previous experience in a management or supervisory position with high school aged youth.

**Knowledge, Skills, and Abilities:**

- Support the beliefs and principles of the Okizu organization.
- Knowledge and experience with Okizu camp program preferred.
- Training and experience in a variety of program activities offered at the camp.
- Ability to schedule and supervise staff.
- Desire and ability to work with children outdoors.
- Excellent oral and written communication skills.

**Physical Aspects of the Position:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to lift 40-50 pounds.
- Ability to carry and load luggage, tables, chairs, and other waterfront equipment.
- Ability to walk/hike several miles daily, at various grades, elevations, and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping, and stretching.
- Operate with daily exposure to the various weather conditions.
- Willing to live in camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area.
- Benefits: Meals and Lodging

*Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*