



Unit Leader/ Activity Specialist

Position Title: Unit Leader / Activity Specialist

Employment Status: Seasonal, Temporary

Pay: Weekly rate, meals and lodging included.

Responsible to: Assistant Camp Director / Program Director

Description of Responsibilities:

Unit Leaders are the primary supervisor for Counselors. Responsible for planning, teaching, coordinating and carrying out activities and guiding counselors and campers in their personal growth and daily living skills. This person should have administrative, supervisory experience in organized camps and be able to further the mission of the camp through the planning and delivery of specialized programs and events. 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 through actions, appearance, manners, language, and general conduct. Participate enthusiastically in all camp activities, planning and leading those as assigned.

Activity Specialists will oversee the Archery and/or Fishing program. Staff will fulfill this role during sessions when they are not assigned to be Unit Leaders. They provide archery/ fishing programming that is safe, fun, and appropriate to the campers' ages and abilities. They are responsible for planning, teaching, coordinating and carrying out archery/fishing activities and guiding campers in their personal growth and skill development. Management of the physical operation of the archery/fishing area and related equipment.

ESSENTIAL DUTIES:

1. Direction, supervision, and organization of counselors in order to meet the intended camper outcomes.

- Apply basic youth development principles in working with counselors and campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.

- Ensure campers are always properly supervised.
- 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 Junior Volunteer program.
- Work in other areas of camp, as assigned.

2. Participate in the development and implementation of program activities for campers within the mission and outcomes.

- Develop and supervise staff schedule for units and all camp activities.
- Responsible for leading and assisting with activities and leadership development.
- Actively participate in all program areas.
- Provide for the progression of activities within the framework of individual and group interests and abilities.
- Get to know the campers in the unit and help them grow as a community as well as individual.
- Lead daily Community Circles to enhance teamwork.
- Deliver outdoor skills programming appropriate for the age and ability of the campers.

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

- Oversight of counselors within a unit.
- Regularly monitor work of unit staff.
- Provide feedback and guidance to unit staff.
- Provide recommendations and concerns to Assistant Camp Director regarding staff performance.
- Ensure that unit staff are caring for campers health needs.
- Be alert to 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 and repairs needed promptly.
- Report accidents and incidents promptly.
- Ensure that ACA standards, state codes, and guidelines from Okizu are being followed.

4. Provide management and care of the facilities and equipment for the Archery and Fishing program.

- Maintain equipment for archery / fishing activities.
- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Clean archery / fishing area daily, keeping it free of hazards and debris.
- Maintain an inventory of supplies and equipment necessary to carry out archery / fishing activities.

5. Participate as a member of the camp PULSE team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions

- Work with Program Director and Program Specialists to develop a program curriculum, awards programs, and leadership programs.
- Assist in the planning of any special events at camp.
- Submit a Waterfront Director report at the end of the season.

6. Accept other duties as assigned.

- Assisting staff on site
- Maintenance upon request

JOB REQUIREMENTS:

Required Experience:

- Previous experience in residential camping.
- Current certification in first aid and CPR.
- Minimum six weeks previous experience in a management or supervisory position.
- Prior experience in the development and delivery of recreational programs.
- Must submit health history record and examination completed by MD, RN, PA or NP form on first day of work.
- **Minimum age: 20 years**

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.