



PULSE Staff – Virtual Summer Camp

Position Title: Virtual Camp Staff Lead

Employment Status: Seasonal, Temporary

Pay: \$17-\$20 an hour

Responsible to: Camp Director

Description of Responsibilities:

Virtual Camp Staff Lead is responsible for the overseeing programming online for virtual summer camp. 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 online. They deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist the Camp Director with management of camp operations. 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. Deliver a fun and intentional program to campers.

- Ensure lesson plans and schedules are prepared and implemented by staff during camp session.
- Evaluate the success of the program and the development of the camper's' abilities and skills.
- Coordinate all camp program and campfire activities.
- Plan intentional programming that incorporates our mission.

2. Ensure that camp staff and campers know and follow safety protocols and other procedures during virtual camp programs.

- Ensure campers and staff follow online safety procedures.
- Ensure that ACA standards, state codes, and guidelines from Okizu are being followed.

3. Supervise and evaluate staff to develop and implement all facets of camp program activities

- Regularly monitor work of staff.

- Provide feedback and guidance to staff.
- Provide recommendations and concerns to Camp Director regarding staff performance.

5. Other duties as assigned.

JOB REQUIREMENTS:

Required Experience:

- Previous experience in residential camping.
- Prior experience in the development and delivery of recreational programs.
- **Minimum age: 21 years**
- Minimum six weeks previous experience in a management or supervisory position in organized camping and beyond.
- Minimum 15 hours previous experience in working with youth online.
- Minimum 10 hours previous experience on the Zoom platform.

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.
- 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 campers needs and/or hazards in virtual camp.
- Ability to carry and load tables, chairs, and other equipment.
- Operate with daily exposure to a computer for 5+ hours a day.

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.