



Camps Airy & Louise
Job Description

Job Title: **Department Head**

Reports to: *A Department Head will report to the Department Head Coordinator or a member of the Director Team, as assigned by the Camp Director.*

Position Purpose:

Department Heads are responsible for overseeing all aspects of the departmental program. The Department Head has obligations regarding summer preparation and staff orientation, camper management, staff management, and administrative tasks. A Department Head is responsible for overseeing all aspects of activities within their Department, including the implementation of camp schedules and policies, providing ongoing support and supervision of staff, and evaluating staff both formally and informally. The Department Head is expected to be present at all campwide events.

Essential Job Functions:

1. Assist in pre-camp preparation:
 - Work with supervisor and Director team to identify programmatic initiatives and to manage pre-camp inventory purchases and budget.
 - Attend pre-camp retreats and meetings as requested by the Director, including Open House.
 - Communicate with supervisor for additional pre-camp planning.
2. Assist and lead staff orientation sessions:
 - Lead Department breakout sessions focused on training staff on the aspects of the Department
 - Verify skills of staff as appropriate for the Department.
 - Establish a clear set of Department policies and convey these as well as campwide policies to staff. d. Lead a concurrent session for staff.
 - Contribute to camp-wide activities.
 - Assist Directors and other members of the Administrative Team as requested.
3. Manage Campers in Department:
 - Responsible for safety of campers and staff during all activities involving the Department or Department supplies.
 - Ensure all campers assigned to Department activities are present and accounted for during every activity period.
 - Work with Trainees assigned to the Department to train these campers to be future members of the Department staff. Provide evaluations of these Trainees as requested.
 - Assist Programming staff and Unit Leaders by facilitating activities outside of the normal schedule – providing expertise and/or supplies from the department inventory.
 - Support campwide activities as requested.
 - Be present at all meals in order to assist with camper supervision.
 - Have open communication with Administrative Team regarding staff and campers, including contact with parents in some cases.
 - Perform as a supervisor on out-of-camp trips.
 - Assist in mediating camper conflicts, dealing with difficult campers, and providing individualized attention to campers who are facing challenges.

4. Manage Staff Assigned to Department
 - Train staff to be a successful member of the Department.
 - Monitor staff to ensure that all staff members assigned to the Department are present during assigned times.
 - Monitor staff performance and ensure that staff members are providing a safe and acceptable work environment.
 - Evaluate staff on a regular basis and communicate their success and struggles to them. Follow up on these discussions to assist in staff improvement.
 - Monitor camper supervision by managing staff in order to address any safety risks and prevent accidents from occurring.
 - Mediate conflicts between staff members and address issues with staff members who are not performing their responsibilities.
 - Communicate any incidents to supervisors.
5. Work with and manage the Assistant Department Head
 - The Department Head is expected to mentor the Assistant Department Head so that the Assistant Department Head may develop into a member of the Department Head team in the future.
 - Provide clear instructions in advance of Department Head time off.
 - Ensure Assistant Department Head completes administrative work as assigned.
6. Work with other members of Administrative Team
 - Work with the Scheduling team to assign staff members to activities.
 - Work with the Scheduling team to ensure appropriate activities are assigned to campers, including development of new activities where appropriate.
 - Openly communicate with Supervisor and Directors in order to keep them informed on the conditions of the Department.
 - Work with the supervisor to make purchases for the program and to manage the Department budget.
 - Seek veteran advice for issues faced.
 - Attend regular meetings to discuss day-to-day operations and challenges within the Department.
 - Document incidents involving campers and staff in the Department.
 - Communicate with Camper Support and the Health Center with concerns involving campers or staff from the Department.
 - Support camp policies and ensure that they are enforced by staff within the Department.
 - Submit an end-of-the-year report at the completion of the camp season outlining a personal and Unit assessment, final staff evaluations, activity plans, and suggestions for next year.
 - Open communication with other members of the Administrative Team, including other Unit Leaders, Division Heads, Camper Support, Department Heads, and Directors.

Relationships:

1. Staff Members must maintain a safe and appropriate relationship with campers and staff at all times. This includes ensuring that no staff member is in a one on one camper/staff situation when out of sight of others.
2. Department Heads must maintain cooperative yet supervisory relationships with staff that are centered on open communication and the best interest of campers. Department Heads must be prepared to discipline or correct the actions of staff members, and therefore should ensure their actions represent a positive example to their staff members.
3. All Administrative Team members are expected to work as one team with the common goal of a successful summer for campers and staff. The Administrative Team members will have an open communication relationship that focuses on smooth operation of camp over the summer.
4. Administrative Team members may be in a shared living situation and are expected to respect the living space of others.

Qualifications:

(Minimum Education and Experience)

1. Must have significant work experience involving youth.
2. Must submit all required forms and information according to their deadline, including health history, I-9, tax forms, and any other forms requested by the Directors of Camp.
3. Ability to interact with all age levels
4. Must complete the staff application, background check, and interview process.

Knowledge, Skills, and Abilities:

1. Understand the development needs of youth.
2. Ability to relate to youth and adults in a positive manner.
3. Demonstrate supervisory skills and a high level of maturity

Physical Aspects of the Job:

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, determine appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity. • Recognition that the staff member could be called upon at all times of the day/night for issues relating to campers or staff.

Time Off:

Time off is very important to recharge and balance personal time with camp time. Department Heads will receive five days off and five nights off, in addition to campwide Turnover, per summer. Time off must not be during activities that require/involve their supervision. Department Heads must not take time off when the Assistant Department Head is off. The Department Head's supervisor will review time off requests and approve all requests, ensuring a proper balance of administrative team members are onsite at all times.

It is our goal that time off be off campus during this summer. Staff may be asked to adhere to strict COVID-19 protocols during time off. There remains a distinct possibility that staff will not be able to leave camp during Time Off if camp needs to operate in a "bubble" due to COVID-19. If we have to operate in a "bubble", time off and other self-care opportunities, on property, will be a regular part of your schedule.