



Camps Airy & Louise
Job Description

Job Title: **Department Specialist**

Reports to: *The Department Specialist will report to their Department Head.*

Position Purpose:

Department Specialists are responsible for bringing specialized skills to an area in camp. Department Specialists are responsible for leading camper activities, workshops, and clinics in their specialty area.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers during activity periods and programs. Specifically, the Department Specialist will:
 - Assure that campers are properly supervised at all times.
 - Be aware of any safety risks and prevent accidents from occurring.
2. Participate in the development and implementation of activities.
 - Responsible for leading and/or assisting in department activities.
 - Take the initiative to actively participate in all camp activities.
 - Make campers the priority by monitoring their needs and enjoyment of the camp program and by encouraging their participation in activities.
3. Maintain high standards of health and safety in all activities for campers and staff. Specifically:
 - Be alert to camper and staff needs and assist them with personal and/or health issues and bring these concerns to the attention of the Health Center or appropriate supervisor.
 - Be attentive to the condition of equipment and facilities to ensure that proper care, utilization, and maintenance is adhered to; report repairs needed promptly to the Supervisor.
4. Serve as a role model to campers and staff through proper attitude, work ethic, and behavior, including:
 - Follow and uphold all policies, safety and security rules, and established procedures.
 - Be available to assist campers and staff if assistance is needed at any time.

Other Job Duties:

1. Communicate with other staff members to work as a team.
2. Participate enthusiastically in all camp activities. This includes planning and leading those as assigned.
3. Participate as a member of the camp staff team to be engaged and supervise children during evening programs, special events, overnights, and other all-camp activities and camp functions.
4. This job may also include work in other areas of camp as needed.

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. Staff members must maintain a cooperative relationship with other staff that are centered around open communication and the best interests of campers.
3. Department Specialists report to a Department. Staff members can expect to receive regular evaluations on their performance with the expectation to improve if necessary.

4. Staff will be expected to cooperate with all supervisory staff in camp.

Qualifications:

(Minimum Education and Experience)

1. Must have completed at least one year of college or be a highschool graduate with successful completion of the Camps Airy and Louise Counselor-in-Training program or demonstrate an above average level of expertise in a needed area.
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 submit a complete staff application.
5. Must successfully complete a background check and the camps' 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 knowledge and skill in program areas for which they were hired.

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 and evaluate its appropriateness.
 - Enforce appropriate safety regulations and emergency procedures.
 - Apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. Recognition that they will be living in a camp setting without air conditioned living quarters and in close proximity to campers. Staff may be in a shared living situation and are expected to respect the living space of others.
5. 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. Full summer staff will receive five days off and five nights off in addition to campwide Turnover for time off per summer. Time off will be prorated for those working less than a full summer.

It is our goal that time off be off campus during the summer. Staff may be asked to adhere to strict COVID-19 protocols during time off. The plan as of now is for days off to run approximately 5:30PM - 5:00PM the next day. The goal is for nights off to run approximately 5:30PM - 11:30PM. Note that we will continue to provide updates on time off as we approach the summer. 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.

All staff members are expected to attend and actively participate in camp activities unless they are on time off. This includes camp wide and inter-camp activities.