



Camps Airy & Louise

Job Description

Job Title: Unit Leader

Reports to: *A Unit Leader will report to the Division Head of the specific age group*

Position Purpose:

Unit Leaders are the primary supervisors over one grade level of campers and counselors. The Unit Leader has obligations regarding summer preparation and staff orientation, camper management, staff management, and administrative tasks. A Unit Leader is responsible for overseeing all aspects of residential bunk life, implementing camp schedules and policies, providing ongoing communication with parents, implementing unit level activities, and evaluating counselor staff both formally and informally. The Unit Leader is expected to be present at all campwide events.

Essential Job Functions:

1. Assist in pre-camp preparation
 - Contact assigned counselors prior to Orientation to welcome them to the assigned Unit.
 - Attend pre-camp retreats and meetings as requested by the Director, including Open House.
 - Communicate with Division Head and Directors for additional pre-camp planning.
2. Assist and lead staff orientation sessions
 - Lead Unit breakout sessions focused on training staff on the aspects of bunk life.
 - Establish a clear set of Unit policies and convey these as well as campwide policies to staff.
 - Select and implement a Unit theme.
 - Lead a concurrent session for staff.
 - Contribute to camp wide activities.
 - Assist Directors, Division Heads, and other members of the Administrative Team as requested.
3. Manage Campers in Unit
 - Facilitate Unit Lineups/Unit Meetings as needed.
 - Conduct bunk cleanup inspections on a daily basis. Ensure that bunk cleanliness and camper hygiene is acceptable. Award a score based on performance and work with Division Heads to implement an incentive system for the cleanest bunk in the Unit.
 - Plan and facilitate Unit activities, usually occurring in the evening or on Saturday afternoons. Be prepared to run activities on short notice due to unexpected changes in schedule such as rain or excessive heat.
 - Support campwide activities as requested.
 - Be present at all meals in order to assist with camper supervision.
 - Help bunk counselors create a nighttime routine for campers that is conducive to camper success.
 - Have open communication with parents through telephone calls and email responses.
 - Prepare a Unit email as scheduled with Division Heads.
 - Perform as a primary 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 Unit

- 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.
- Mediate conflicts between staff members and address issues with staff members who are not performing their responsibilities.
- Communicate any incidents to supervisors.
- Create coverage schedules as required, including supervision of the bunk after lights out, shower time, etc.

5. Work with and manage the Assistant Unit Leader

- The Unit Leader is expected to mentor the Assistant Unit Leader so that the Assistant Unit Leader may develop into a member of the Unit Leader team in the future.
- Provide clear instructions in advance of Unit Leader time off
- Ensure Assistant Unit Leader completes administrative work as assigned.

6. Work with other members of Administrative Team

- Openly communicate with Division Heads and Directors in order to keep them informed on the conditions of the Unit.
- Seek veteran advice for issues faced.
- Attend regular meetings to discuss day-to-day operations and challenges within the Unit.
- Prepare Unit emails that will be sent to parents according to the schedule provided by Division Heads.
- Document incidents involving campers and staff in the Unit.
- Communicate with Camper Support and the Health Center with concerns involving campers or staff from the Unit.
- Support camp policies and ensure that they are enforced by staff within the Unit.
- 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:

- 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.
- Unit Leaders must maintain cooperative yet supervisory relationships with counselors that are centered on open communication and the best interest of campers. Unit Leaders 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.
- 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.
- 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)

- Must have significant work experience involving youth
- 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.
- Ability to interact with all age levels
- Must complete the staff application, background check, and interview process.

Knowledge, Skills, and Abilities:

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

Physical Aspects of the Job:

- 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, determine 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.
- Recognition that the staff member could be called upon at all times of the day/night for issues relating to campers or staff.
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Time Off:

Time off is very important to recharge and balance personal time with camp time. Unit Leaders will receive five days off and five nights off in addition to campwide Turnover for time off per summer. Time off must not be during activities that require/involve

their supervision, including out of camp Unit trips and Saturday Unit or camp wide activities. Unit Leaders must not take time off when the Assistant Unit Leader is off. Division Heads will review time off requests and approve all time off 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 the 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.