



Camps Airy & Louise
Job Description

Job Title: **Wellness Team/Camper Support**

Reports to: *Camper Support staff members report directly to the Director of Camp Airy or Camp Louise.*

Position Purpose:

As a member of the camp Administrative Team, Wellness Team members work with the Administrative Team to identify specific campers who can benefit from receiving special support during their camp stays. Categories of needs may include medical, food/ allergy, behavioral and emotional. Wellness Team members may be called on to assist with staff in need as well.

Essential Job Functions:

1. Assist in pre-camp preparation
 - Attend pre-camp retreats and meetings as requested by the Director, including Open House.
 - Review Camper Profiles and work with Division Heads, Unit Leaders, and Counselors to get ahead of support needs in advance of the camper's arrival to camp.
 - Assist parents as requested in preparing identified campers for a successful experience at Camps Airy & Louise, including following up with camper physicians as required for mental and emotional health needs.
 - Communicate with Directors for additional pre-camp planning.
2. Assist and lead staff orientation sessions
 - Lead a session during Orientation regarding a topic of interest.
 - Contribute to camp wide activities.
 - Assist Directors and other members of the Administrative Team as requested.
3. Work with the Administrative Team to identify campers who require focus by the Wellness Team. With these campers:
 - Be present throughout camp to observe how these campers are doing and answer questions and listen to concerns of the Counselors, Unit Leaders, and other staff.
 - Work with Medical Staff and Food Service staff as needed to address concerns.
 - Work with Counselors and other staff to teach how to support campers' needs.
 - Work with Campers as needed to teach coping skills.
 - Facilitate communication between campers and their therapists as needed.
4. Work with the Administrative Team to identify staff members who require focus by the Wellness Team. With these staff:
 - Assist staff to help them through their personal challenges as needed.
5. Work with all staff
 - Develop training opportunities for staff as requested by the Director to teach staff about conflict resolution, home missing, disabilities, and interventions/proactive strategies.

6. Additional communication areas and documentation

- Document all relevant interactions with campers and staff.
- Communicate with the Director to identify campers requiring therapeutic intervention.
- Communicate with families to help prepare campers, including:
 - Gather information about the camper and parental concerns.
 - Gather information about camper's specific needs and what will be needed in a camp experience.
 - Develop an action plan to help campers deal with difficult situations.
- Communicate with Medical Staff to identify campers requiring additional support.
- Communicate with Division Heads, Unit Leaders, Department Heads, Counselors, and other staff as necessary to share needed information to facilitate a camper's success.

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.
- 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.

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.

Time Off:

Time off is very important to recharge and balance personal time with camp time. Camper Support staff members 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 camp wide activities.

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.