



Camp Blue Spruce

Job Title: **Unit Coordinator**

Reports to: *Program Coordinator or Camp Director*

Position Purpose:

Unit Coordinators are responsible for overseeing the big picture of unit and cabin activities and supporting counselors and campers in day to day functions. Unit Coordinators nurture and respect each camper and their individual experiences.

Essential Job Functions:

1. Work with Counselors to coordinate unit and cabin activities so counselors can focus on direct camper care
2. Provide supervision and mentorship to counselors in regard to operating procedures and camper support.
3. Use high level of communication skills including listening, group facilitation, and conflict resolution
4. Provide a channel of communication between counselors and Directors
5. Provide direction, supervision, and organization of campers during activities, and throughout the camp in order to meet the intended camper outcomes.
 - ◆ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - ◆ Assure campers are properly supervised at all times.
 - ◆ Engage appropriately in behavior development when necessary – be aware of and mitigate conflict, home sickness, and other behaviors hindering the success of the camp experience.
 - ◆ Be aware of and implement safety guidelines at all times.
6. Participate in the development and implementation of program activities for campers within the mission and values system.
 - ◆ Responsible for leading and assisting with the teaching of activities when assigned.
 - ◆ Actively participate in all program areas as assigned.
 - ◆ Assist in program areas such as waterfront, nature, arts and crafts and all camp activities as directed.
7. Maintain high standards of health and safety in all activities for campers and staff.
 - ◆ Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - ◆ Ensure that campers visit the health house when necessary to receive scheduled medication.
 - ◆ Be alert to campers and staff needs and assist them with personal and/or health problems and discuss with camp health manager and/or camp director when appropriate.
 - ◆ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
8. Be a role model to campers and staff in your attitude and behavior.
 - ◆ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - ◆ Follow and uphold all safety and security rules and procedures.

Other Job Duties:

1. Participate enthusiastically in all camp activities, planning, and leading those as assigned.
2. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions.

Qualifications: *(Minimum Education and Experience)*

- ◆ Must be 18 years of age or high school graduate.
- ◆ Must be able to obtain or become certified in First Aid/CPR.
- ◆ Must submit health history record and examination form prior to first day of work.
- ◆ Ability to interact with all age levels.

Knowledge, Skills, and Abilities:

- ◆ Understand the development needs of youth.
- ◆ Ability to relate to youth and adults in a positive manner.
- ◆ Demonstrate knowledge and skill in designated camp program areas.
- ◆ Elevated skills in communication and conflict resolution.
- ◆ Willingness to give and receive both positive and constructive feedback.

Physical Aspects of the Job:

- ◆ Ability to communicate and work with campers, staff and volunteers.
- ◆ 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 environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Salary Information

\$500/week.

Some physical requirements of a Unit Coordinator position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.