

# Lead Activity Specialist

**Purpose:** Responsible for the organization and facilitation of a specific program area *in addition to counselor responsibilities*.

## **Qualifications:**

- Minimum 18 years of age.
- Demonstrated ability to lead and supervise adults and children.
- Good communication skills.
- Interest, advanced knowledge, skills, and teaching ability in a program area
- Familiarity with diabetes management is preferred. (training provided)

**Responsible To:** Program Director, Camp Director, Assistant Director, and Director of Programs

## **Duties and Responsibilities:**

1. Maintain space and equipment of program area
2. Take inventory on the last day of each session and submit requests to the Program Director for needed supplies for the following session
3. Plan activities out for the session and work as lead facilitator of program area
4. Direct counselors and fellow certification holders (if applicable) in how to assist during activity
5. End period with enough time for campers and counselors to assist in cleaning up equipment
6. Manage set-up of the day's program area activity immediately following breakfast (when appropriate)
7. Oversee program area during choice period
8. Assist in planning of theme weekends with Program Director and LITs by coordinating the activity to match the theme
9. Designate someone to run program area in their absence

## **Lead Specialist Roles/Positions:**

- *Field Games* - Additionally responsible for maintaining ping pong and badminton
- *Biking* - Additionally will plan and lead the biking trip
- *Volleyball*
- *Soccer*
- *Basketball*
- *Archery*
- *Climbing Wall*
- *Low Ropes*
- *Zipline*
- *Arts & Crafts*
- *Nature* - Will also help plan and lead hiking trips with the Waterfront and Camp Director

## **Essential Functions:**

- Ability to maintain the program area and equipment in accordance with all regulations.
- Ability to assess the safety and operation of the program area.
- Ability to provide leadership.

- Ability to teach skills to campers.
- Ability to ensure the safety of all campers and staff in the program area.
- Preferred: Availability to work full summer.