

Unit Leader

Purpose: Responsible for the day-to-day organization and well-being of the unit.

Qualifications:

1. Minimum 20 years of age.
2. Two years experience in organized camping.
3. Demonstrated ability to lead and supervise adults and children.
4. Good communication skills.
5. Interest, knowledge, and skill in a variety of camp program fields.
6. Familiarity with diabetes management is preferred. (training provided)

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

Duties and Responsibilities:

1. Direct and supervise a Unit comprising specific cabins of campers and counselors.
2. Facilitates and participates in staff training week.
3. Facilitate the check-in process of staff for each session.
4. Select and train an assistant each session to fill in during days off.
5. Supervises preparation of Unit for opening day of each session which includes:
 - a. Cabin assignments (campers, Senior Cabin Commanders, and cabin staff)
 - b. Create day and night spec sheets for cabins if needed
 - c. Distribute appropriate camper identification cards for above beds and on cabin doors, and ensure placement
 - d. Checks grounds for lost and found, garbage, etc.
 - e. Checks cabins for cleanliness, vandalism, condition of bunks, and bunks and beds
 - f. Checks cabins for sanitized garbage and recycle cans
 - g. Checks cabins for brooms, dust pans, toilet articles including toilet paper, paper towels, garbage liners, and hand soap
 - h. Assist counselors in creating a cabin job chart
 - i. In the Girl's Unit, place cones on hillside
 - j. Facilitates assignment of cabin counselor morning responsibilities
 - k. Facilitates assignment of cabin counselor meal responsibilities
6. Greets parents and campers on opening and closing day of each session.
7. In compliance with Camp Nejeda's Anti-Bullying Policy, conducts a one-on-one interview with each camper within the first 48 hours of arrival to ensure their well-being.
8. Facilitate camper seating arrangements during meals.
9. Supervises and motivates unit counselors.
10. During each session, ensure that campers:
 - a. Wear clean clothes daily
 - b. Change into pajamas at night
 - c. Store dirty clothes in laundry bags
 - d. Change bed linen weekly
 - e. Ensure camper hygiene including washing hands, brushing teeth, and showering regularly
 - f. During 2-week sessions, facilitate laundry pickup and delivery
11. Ensures on the last day of each session that:
 - a. Cabins are cleaned

- b. Cabins are restocked with supplies
 - c. Lost and Found has been collected
 - d. Unit as a whole is cleared of lost and found, sports equipment, and garbage
12. Coordinates the supervision of the LIT unit with the LIT Directors.
 13. Monitors unit wake-up, spec times, rest period, shower time, and bedtime of campers and staff.
 14. Attends daily Senior Staff meetings.
 15. Performs the duties of S.O.D., including evening on-duty, bell ringing, announcements, supervision of flag raising and lowering, singing and announcements after meals and monitoring pavilion.
 16. Supervises and enforces cabin cleanliness by conducting daily inspections and re-inspections when necessary.
 17. Checks campers' beds daily for bed wetting issues and washes sheets as needed.
 18. Reports any health hazards to Camp Director, Session Charge Nurse, or Maintenance Director.
 19. Serves as a resource for counseling staff with camper issues and special needs.
 20. Serves as a resource for program staff and leads a program area as required.
 21. Coordinates all Unit activities.
 22. Supervises all cabin activities with counselors in the Unit.
 23. Works in partnership with other Unit Leader.
 24. Works with the Program Director and other Senior Staff to plan activities and programs.
 25. Attends weekly staff meetings and contributes information, ideas, and evaluation.
 26. Informs Camp Director, Assistant Director, or Director of Programs of any problems in the Unit.
 27. Holds Unit meetings as needed to motivate staff and campers, discuss problems, and make plans.
 28. Coordinates Camp-out during 2-week camp sessions.
 29. Assists medical staff during specs.
 30. Arranges counselor coverage when needed.
 31. Responsible for any campers not picked up on time at the end of a camp session and notifies Camp Director and Session Charge Nurse.
 32. Facilitates the evaluation of Counselors and Junior Counselors at a minimum of twice: once informal and once formal.
 33. Responsible for the celebration of camper birthdays.
 34. Responsible for the delivery of campers' mail and packages to and from the Unit.
 35. Communicate with parents throughout the summer as needed.
 36. Responsible for creating an inclusive environment for all campers and staff.
 37. Maintains a presence around camp each day.
 38. Takes initiative in recognizing needs of campers, counselors, and other Senior Staff and assisting appropriately.
 39. All other duties as assigned.

Essential Functions:

- Ability to supervise, train, and evaluate staff.
- Ability to observe campers and staff and deal with problems in the Unit.
- Ability to provide leadership and be a good role model.
- Ability to understand the entire operation of the camp.
- Ability to assess the needs within the Unit and escalate problems as needed.
- Ability to articulate daily successes and challenges for each cabin in the Unit.
- Available to work all summer camp sessions.