



POSITION: Unit Leader (Boys or Girls)

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 preferred. (Training provided)

Responsible To: Camp Director and Assistant Director

Duties and Responsibilities:

1. Direct and supervise a Unit which is comprised of specific cabins of campers and counselors.
2. Participates in staff training week.
3. Supervises preparation of Unit for opening day of each session which includes:
 - Cabin assignments (camper and staff)
 - Create day and night spec sheets for cabins and units
 - Create camper identification cards for above beds and on cabin doors
 - Checks grounds for lost and found, garbage, etc.
 - Checks cabins for cleanliness, vandalism, condition of bunks and mattress covers
 - Checks cabins for sanitized garbage and recycle cans
 - Checks cabins for brooms, dust pans, toilet articles
4. Supervises and motivates unit counselors and CITs.
5. Coordinates the supervision of the CIT unit with the CIT Coordinator.
6. Monitors unit wake-up, spec times, rest period and bedtime of campers and staff.
7. Attends daily Senior staff meetings.
8. Performs the duties of S.O.D., including evening on-duty, bell ringing, announcements, supervision of flag raising and lowering, calling tables, singing and announcements after meals and monitoring dining hall clean-up.
9. Supervises and enforces safety regulations in Unit by conducting daily inspections and re-inspections when necessary.
10. Reports all health hazards to Camp Director, Session Charge Nurse or Maintenance Director.
11. Serves as a resource for counseling staff with camper problems and special needs.

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POSITION: Unit Leader (Boys or Girls) *Continued*

12. Serves as a resource for program staff and leads a program area as required.
13. Coordinates all Unit activities.
14. Supervises all cabin activities with counselors in the Unit.
15. Works in partnership with other Unit Leader.
16. Work with Program Director and other senior staff to plan activities and programs.
17. Attends staff meetings and contribute information, ideas and evaluations.
18. Informs Camp Director (and Assistant Director) of any problems in the Unit.
19. Holds Unit meetings as needed to motivate staff and campers, discuss problems and make plans.
20. Schedules camp-out for all cabins in the Unit.
21. Assists medical staff during specs in Unit when needed.
22. Arranges counselor coverage when needed.
23. Responsible for any campers not picked up on time at the end of a session and notifies Camp Director and Session Charge Nurse.
24. Covers camp on one break weekend as S.O.D.
25. Participates in the evaluations of counselors.
26. Responsible for the celebration of camper birthdays
27. Responsible for the delivery of camper's mail and packages to and from the Unit
28. 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.