

## **ASSISTANT DIRECTOR - Staff Support**

### ⊙ **DESIRED QUALIFICATIONS:**

- Desire and ability to work with and teach children and young adults in the outdoors.
- Desire and ability to create an emotionally and physically safe environment for children.
- Ability and experience in supervising and scheduling staff.
- Ability to work with one's peer group.
- Ability to interact with parents.
- Ability to accept supervision and guidance.
- Experience with group dynamics and conflict resolution.
- Strong organizational skills.
- Willingness to be open minded towards spiritual exploration.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity, flexibility & adaptability.
- Current CPR and first aid certifications.
- 25 years of age or older desired.

⊙ **PRIMARILY RESPONSIBLE TO:** Camp Director and Executive Director.

⊙ **GENERAL RESPONSIBILITY:** To assist in supervising daily camp functions.

### ⊙ **SPECIFIC RESPONSIBILITIES:**

1. Serve as immediate supervisor of cabin counselors and Program Staff.
2. Formulate community & staffing schedules along with Senior Counselor.
3. Help ensure positive morale by providing recreational opportunities for staff and assist in planning end of season celebration.
4. Identify and report staff and camper concerns to the Camp Director.
5. Assist in the daily programs as needed.
6. Visit cabins daily as a supervisory tool but also to provide opportunities to get to know campers and staff.
7. Take part in morning administration meetings.
8. Conduct weekly staff meetings for cabin counselors.
9. Conduct mid-season & end of season evaluations of all Program Staff.
10. Be aware of staff morale and report any concerns to the Camp Director.
11. Assist in running the CIT program in conjunction with the Senior Counselor and Camp Director.
12. Assist in the planning & implementation of pre-season & in-service staff training.

© **GENERAL RESPONSIBILITY:** To help counselors and Program Staff identify and meet the camper's needs.

© **SPECIFIC RESPONSIBILITIES:**

1. Strive to learn the likes and dislikes of the campers and share observations with counselors.
2. Encourage respect for individuals and their differences.
3. Be aware of camper moods and make counselors aware of any concerns.
4. Assist counselors in providing opportunities for the group so that each camper experiences success during the camp session.

© **GENERAL RESPONSIBILITY:** To fulfill other staff administrative roles.

© **SPECIFIC RESPONSIBILITIES:**

1. Serve as an alternate camp director in the camp director's absence.
2. Prepare for and actively participate in staff orientation, in-service training, evening programs and special events.
3. Make personal and professional decisions and demonstrate behaviors that are in-line with the camp philosophy which will help to foster a quality program for both campers and staff.
4. Meet all deadlines set forth by supervisors.
5. Follow, and assist in enforcing, all camp rules and regulations pertaining to staff behavior outlined in the staff manual including, but not limited to: smoking, use of alcoholic beverages, interpersonal relations and the use of drugs.
6. A willingness to perform duties that do not require specialized training that may be outside of previously assigned job descriptions.
7. Assist in planning specialty camp sessions.
8. Serve as an alternate Cabin Counselor as needed.

© **ESSENTIAL FUNCTIONS:**

- Ability to communicate and work with staff and campers participating in activities and providing necessary guidance and feedback.
- Ability to observe staff and 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 outside hazards related to the activity.

# WATERFRONT DIRECTOR

## ⊙ DESIRED QUALIFICATIONS:

- Desire and ability to work with and teach children and young adults in the outdoors.
- Desire and ability to create an emotionally and physically safe environment for children.
- Knowledge and skills in assigned program area (must be documented).
- Ability to work with one's peer group.
- Ability to supervise and make scheduling assignments.
- Ability to accept supervision and guidance.
- Strong organizational skills.
- Ability and desire to develop and incorporate new activities and evening programs.
- Willingness to be open minded towards spiritual exploration.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity and flexibility / adaptability.
- At least one season's experience working as a camp counselor.
- Current certification in Am. Red Cross Lifeguard Training or equivalent.
- Current certification in Am. Red Cross First Aid & CPR for the Professional Rescuer.
- Current certification in Am. Red Cross Fundamentals of Canoeing & Waterfront Safety.
- One year of college and 21 years of age or older.

⊙ **RESPONSIBLE TO:** Camp Director and Executive Director.

⊙ **GENERAL RESPONSIBILITY:** To supervise all waterfront activities and lifeguards; along with program area coordinators, responsible for planning special events.

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Develop a written curriculum for program area activities.
2. Schedule counselors in assigned program areas.
3. Create and supervise evening programs and all day activities.
  - Supervise counselors in program areas to ensure consistent and quality instruction.
  - Be an active member of a cabin unit and assist with cabin activities.
  - Oversee weekly process of camper activity sign-ups.
  - Conduct written evaluations of counselors on their performance in program areas.
  - Inventory and maintain area equipment.
  - Uphold and follow camp safety regulations and procedures.

◎ **GENERAL RESPONSIBILITY:** To identify and meet the campers needs.

◎ **SPECIFIC RESPONSIBILITIES:**

1. Strive to learn the likes and dislikes of the campers.
2. Encourage respect for individuals and their differences.
3. Vary activities to incorporate different skill levels and interests.
4. Provide opportunities for the group so that each camper experiences success during the camp session.

◎ **GENERAL RESPONSIBILITY:** To fulfill other staff administrative roles.

◎ **SPECIFIC RESPONSIBILITIES:**

1. Prepare for and actively participate in staff orientation, in-service training, weekly staff meetings and evaluations.
2. Make personal and professional decisions and demonstrate behaviors that are in-line with the camp philosophy which will help to foster a quality program for both campers and staff.
3. Meet all deadlines set forth by supervisors.
4. Follow all camp rules and regulations pertaining to staff behavior that are outlined in the staff manual including, but not limited to; smoking, use of alcoholic beverages, interpersonal relations and the use of drugs.
5. A willingness to perform duties that do not require specialized training that may be outside of previously assigned job descriptions.
6. Assist cabin counselors as directed by the Camp Director and/or Executive Director.

◎ **ESSENTIAL FUNCTIONS:**

- Ability to communicate and work with staff and campers participating in activities and provide necessary instructions.
- Ability to observe staff and camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Effectively lead or assist in leading Christian devotionals and other spiritually oriented group activities.
- Visual and auditory ability to identify and respond to environmental and other outside hazards related to the activity.

# PROGRAM STAFF

## ⊙ DESIRED QUALIFICATIONS:

- Desire and ability to work with and teach children and young adults in the outdoors.
- Desire and ability to create an emotionally and physically safe environment for children.
- Knowledge and skills in assigned program area (must be documented).
- Ability to work with one's peer group.
- Ability to supervise and make scheduling assignments.
- Ability to accept supervision and guidance.
- Strong organizational skills.
- Ability and desire to develop and incorporate new activities and evening programs.
- Willingness to be open minded towards spiritual exploration.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity and flexibility / adaptability.
- At least one season's experience working as a camp counselor.
- Current CPR and first aid certifications.
- One year of college and 21 years of age or older.

⊙ **REPORTS TO:** Lead Programmer, Camp Director and Executive Director.

⊙ **GENERAL RESPONSIBILITY:** To carry out Program Area duties.

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Develop a written curriculum for program area activities.
2. Schedule counselors in assigned program areas.
3. Create and supervise evening programs and all day activities.
4. Supervise counselors in program areas to ensure consistent and quality instruction.
5. Be an active member of a cabin unit and assist with cabin activities.
6. Oversee weekly process of camper activity sign-ups.
7. Conduct written evaluations of counselors on their performance in program areas.
8. Inventory and maintain area equipment.
9. Uphold and follow camp safety regulations and procedures.

⊙ **GENERAL RESPONSIBILITY:** To identify and meet the campers needs.

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Strive to learn the likes and dislikes of the campers.
2. Encourage respect for individuals and their differences.
3. Vary activities to incorporate different skill levels and interests.

4. Provide opportunities for the group so that each camper experiences success during the camp session.

⊙ **GENERAL RESPONSIBILITY:** To fulfill other staff administrative roles.

⊙ **SPECIFIC RESPONSIBILITIES:**

1. Prepare for and actively participate in staff orientation, in-service training, weekly staff meetings and evaluations.
2. Make personal and professional decisions and demonstrate behaviors that are in-line with the camp philosophy which will help to foster a quality program for both campers and staff.
3. Meet all deadlines set forth by supervisors.
4. Follow all camp rules and regulations pertaining to staff behavior that are outlined in the staff manual including, but not limited to; smoking, use of alcoholic beverages, interpersonal relations and the use of drugs.
5. A willingness to perform duties that do not require specialized training that may be outside of previously assigned job descriptions.
6. Assist cabin counselors as directed by the Camp Director and/or Executive Director.
7. Serve as an alternate Cabin Counselor as needed.

⊙ **ESSENTIAL FUNCTIONS:**

- Ability to communicate and work with staff and campers participating in activities and provide necessary instructions.
- Ability to observe staff and camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Effectively lead or assist in leading Christian devotionals and other spiritually oriented group activities.
- Visual and auditory ability to identify and respond to environmental and other outside hazards related to the activity.

# CABIN COUNSELOR / JR. CABIN COUNSELOR

## ⊙ DESIRED QUALIFICATIONS:

- Desire and ability to work with and teach children in the outdoors.
- Desire and ability to create an emotionally and physically safe environment for children.
- Ability to work with one's peer group.
- Ability to accept supervision and guidance.
- Willingness to be open minded towards spiritual exploration.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity and flexibility / adaptability.
- At least one year of previous camp experience or several years' experience working with children.
- Current CPR and first aid certifications.
- 18 years of age or older for Cabin Counselor.
- 17 years of age & completion of CIT program for Jr. Cabin Counselor.

## ⊙ RESPONSIBLE TO: Senior Counselor, Camp Director and Executive Director.

## ⊙ GENERAL RESPONSIBILITY: To identify and meet the campers needs (spiritual, physical and emotional).

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Strive to learn the likes and dislikes of the campers.
2. Encourage respect for individuals and their differences.
3. Supervise and guide campers in proper personal health and hygiene habits.
4. Provide opportunities so that each camper experiences success during the camp session.
5. Be responsible for cabin devotions and other spiritual dimensions of cabin life.
6. Supervise cabin group in-cabin cleaning duties.
7. Re-supply cabin cleaning supplies, art supplies and first aid kit when needed.
8. Work closely with co-counselor to recognize and respond to opportunities for problem solving within the cabin group.

## ⊙ GENERAL RESPONSIBILITY: To carry out camp programs.

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Guide cabin groups and individual campers in participating successfully in all aspects of camp activities.
2. Assist campers in signing-up for weekly activities and special events.

3. Keep the campers on schedule by assisting them in finding their activities and by making sure they are ready for meals and all group activities.
4. Carry out assigned roles in activity areas.
5. Uphold and follow camp safety regulations and procedures.

© **GENERAL RESPONSIBILITY:** To fulfill other staff administrative roles.

© **SPECIFIC RESPONSIBILITIES:**

1. Prepare for and actively participate in staff orientation, in-service training, weekly staff meetings and evaluations.
2. Make personal and professional decisions and demonstrate behaviors that are in-line with the camp philosophy which will help to foster a quality program for both campers and staff.
3. Meet all deadlines set forth by supervisors.
4. Follow all camp rules and regulations pertaining to staff behavior that are outlined in the staff manual including, but not limited to; smoking, use of alcoholic beverages, interpersonal relations and the use of drugs.
5. A willingness to perform duties that do not require specialized training that may be outside of previously assigned job descriptions.

© **ESSENTIAL FUNCTIONS:**

- Ability to communicate and work with campers participating in activities and provide necessary instructions to those campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Effectively lead or assist in leading Christian devotionals and other spiritually oriented group activities.
- Visual and auditory ability to identify and respond to environmental and other outside hazards related to the activity.

# REGISTERED NURSE

## ⊙ DESIRED QUALIFICATIONS:

- Desire and ability to work with children and young adults an outdoor environment.
- Desire and ability to create an emotionally and physically safe environment for children.
- Ability to work with one's peer group.
- Ability to accept supervision and guidance.
- Registered Nurse with current CT License.
- Current CPR and first aid certifications.
- Willingness to be open minded towards spiritual exploration.
- Enthusiasm, sense of humor, patience and self-control.
- Good character, integrity and flexibility / adaptability.
- At least one year of previous camp experience or several years' experience working with children.
- 25 years of age or older.

⊙ **REPORTS TO:** Executive Director or Camp Director in his/her absence.

⊙ **GENERAL RESPONSIBILITY:** To manage Camp Washington Infirmary based on the State of Connecticut guidelines for Youth Camps and meet the standards for accreditation as required of the American Camp Association.

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Administer medications to campers and staff as scheduled or needed.
2. Record all medications and medical care given to campers and staff in the Camp Health Record Logs.
3. Maintain and update all camper and staff medical records.
4. Report any medical concerns to the Executive Director or Camp Director in his/her absence that any brought to the infirmary.
5. Administer medical attention and care to campers and staff that need to stay for an extended period in the infirmary.
6. Maintain adequate medical supplies and clear any necessary orders through the Director of Operations.
7. Keep the infirmary disinfected and organized.

⊙ **GENERAL RESPONSIBILIY:** To oversee Camp Washington's health care.

## ⊙ SPECIFIC RESPONSIBILITIES:

1. Report any medical concerns that arise to the Executive Director or Camp Director in his/her absence.

2. Make sure that campers and staff maintain necessary schedules for medications or other medical concerns.
3. Administer medical attention to campers and staff when necessary.
4. Act as contact person between local physicians and Camp Washington.
5. Compile first aid kits and any necessary medical information for counselors to use in the cabins, on Cabin Night and for field trips away from the main camp property.

⊙ **GENERAL RESPONSIBILITY:** To identify and meet the campers medical needs.

⊙ **SPECIFIC RESPONSIBILITIES:**

1. Strive to learn the likes and dislikes of the campers.
2. Encourage respect for individuals and their differences.
3. Supervise and guide campers in proper personal health and hygiene habits.
4. Distribute necessary items to re-supply cabin first aid kits as needed.

⊙ **GENERAL RESPONSIBILITY:** To fulfill other staff administrative roles.

⊙ **SPECIFIC RESPONSIBILITIES:**

1. Prepare for and actively participate in staff orientation, in-service training, weekly staff meetings and evaluations.
2. Make personal and professional decisions and demonstrate behaviors that are in line with the Camp Washington philosophy which will help to foster a quality program for both campers and staff.
3. Meet all deadlines set forth by supervisors.
4. Follow all camp rules and regulations pertaining to staff behavior that are outlined in the staff manual including, but not limited to; smoking, use of alcoholic beverages, interpersonal relations and the use of drugs.
5. A willingness to perform duties that do not require specialized training that may be outside of previously assigned job descriptions.

⊙ **ESSENTIAL FUNCTIONS:**

- Ability to communicate and work with campers and staff participating in activities and provide necessary instructions to those campers.
- Ability to observe camper and staff 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 medical concerns or emergencies that may arise during the camp season.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities or that may affect camp in general.