

Camp Arbutus Hayo-Went-Ha
Division Leader
Job Description

General Responsibilities

- Keep staff and campers on track with the daily schedule.
- Conduct or delegate responsibility for all cabin and age group area cleanliness.
- Visit cabins regularly during the day as a supervisory tool, but also to provide opportunity to get to know campers and staff.
- Be knowledgeable about eating habits and diets of campers and staff.
- Monitor counselor and camper assignments during the day.
- Monitor all cabin time activities for the unit.
- Check in with each cabin at the conclusion of each day.
- Be responsible for the welfare of each individual in the unit and do all that is possible to solve problems.
- With help of other staff, evaluate the elective choices of campers.
- Assist those campers and staff who may need help fitting into the camp environment.
- Ensure morale of campers by monitoring that campers get enough rest, are making friends and enjoying camp.

Responsible to:

Camp Director

Administrative

- Correct or reprimand other staff as soon as possible (in private), for actions that put health and safety of a camper at risk.
- As appropriate speak with camper's parents after discussion with Camp Director
- Assist with the staff assignments to age and program areas.
- Inform Director of any camper or staff problems.
- Ability and experience in supervising staff and campers.
- Help ensure morale of staff by monitoring that staff gets enough rest, time and days off, and that recreational opportunities are available to them.
- Compile staff evaluations at the conclusion of the summer for all in the unit.
- Be aware of all emergency procedures and define management plan.
- Supervise distribution of camper reports in the last week of each session and check for neatness, spelling and appropriateness before signing.

Program

- Ability to creatively schedule programs, facilities and staff
- Together with unit staff, campers and program director, help plan and execute the evening program.
- In the event an activity or cabin counselor is ill or unavailable lead the activity temporarily
- Prepare unit groups for the out-of-camp trip that is part of each program. (food, general information, park regulations, map orientation, supplies, equipment etc).

Extra Curriculum Activities.

- Be available to drive cabins to out-of-camp program areas.
- Cleanliness of the overall camp.
- Staff and camper introductions on opening days.
- Collect all cabin mail and packages for the driver when picking up one of your trips
- These are not the only duties to be preformed. Some duties may be assigned as required.

Essential Functions

A Division Leader needs to communicate effectively to enforce safety regulations, must be able to drive; lift/assist needed equipment; observe all areas of programming in the camp setting; use telephone; observe and assess unsatisfactory activities or inappropriate behavior and discipline/address situation accordingly. (Taking into account safely, location etc.).