



# LEADER COMPASS

# Position Descriptions

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## GENERAL

### General Counselor/Cabin Leader

#### General Responsibilities:

- Assume responsibility for leadership and guidance of a group of campers in daily living.
- Facilitate friendship and understanding among campers, including providing opportunities for discussion, responding to individual and/or group problems or concerns, and encouraging problem-solving and conflict resolution among campers.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Observe camper behavior, assess its appropriateness, and apply appropriate behavior management techniques.
- Assume or assist with other duties as assigned by the Camp Director.

#### Desired Qualifications

- Completion of at least one semester of college
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain)

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## SPECIALISTS

### Activity Specialist (equestrian, sailing, high ropes, rock climbing, archery, sports, arts/crafts, etc)

#### General Responsibilities:

- Plan and implement activities in area of specialty; write lesson plans as needed
- Teach and monitor proper technique and safe use of related equipment.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Assume or assist with other duties as assigned by the Camp Director.

#### Desired Qualifications

- Completion of at least one semester of college
- Training, experience, and/or certification (if required) in area of specialty
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain)

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## **SPECIALISTS (continued)**

### **Education Specialist—Environmental Specialist**

#### **General Responsibilities:**

- Plan and facilitate environmental activities and programs for campers.
- Lead outdoor experiential activities, including such things as hiking, orienteering, low and high ropes courses, climbing, night hikes, etc.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Assume or assist with other duties as assigned by the Camp Director.

#### **Desired Qualifications**

- Completion of at least one semester of college
- Training, experience, and/or certification (if required) in area of specialty
- Coursework in areas of environmental education/science, outdoor education, etc.
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain)

### **Education Specialist—Language Instructor**

#### **General Responsibilities:**

- Plan and facilitate lessons and activities for campers to develop new language skills.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Assume or assist with other duties as assigned by the Camp Director.

#### **Desired Qualifications**

- Completion of at least one semester of college
- Native or fluent speaker in language(s) of instruction.
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain)

### **Special Needs Counselor**

#### **General Responsibilities:**

- Provide leadership in creating an accommodating, successful environment for all campers. Including needed support to special needs campers and assistance and education to camp staff.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Observe camper behavior, assess its appropriateness, and apply appropriate behavior management techniques.
- Assume or assist with other duties as assigned by the Camp Director.

#### **Desired Qualifications**

- Completion of at least one semester of college
- Training, experience, and/or certification (if required)
- Coursework in area of special education, etc.
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain)

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## AQUATICS

### Lifeguard

#### General Responsibilities:

- Provide supervision to campers during participation in water activities.
- Teach and enforce pool rules, including proper use of equipment and expectations for behavior.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Assist in maintenance of pool and/or other aquatics facilities.
- Assume or assist with other duties as assigned by the Camp Director.

#### Desired Qualifications

- Completion of at least one semester of college
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- Lifeguard, CPR, & First Aid Certifications (or ability to obtain)

### Waterfront Staff

#### General Responsibilities:

- Provide overall supervision to aquatics staff and programs.
- Conduct safety checks to ensure proper use of equipment and proper camper supervision by aquatics staff.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Responsible for maintenance of pool and/or other aquatics facilities.
- Assume or assist with other duties as assigned by the Camp Director.

#### Desired Qualifications

- Completion of at least one semester of college
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- WSI, Lifeguard, CPR, & First Aid Certifications (or ability to obtain)

### Water Safety Instructor

#### General Responsibilities:

- Plan and facilitate lessons and activities to teach swimming skills to campers.
- Provide supervision to campers during participation in water activities.
- Teach and enforce pool rules, including proper use of equipment and expectations for behavior.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Assist in maintenance of pool and/or other aquatics facilities.
- Assume or assist with other duties as assigned by the Camp Director.

#### Desired Qualifications

- Completion of at least one semester of college
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- WSI, Lifeguard, CPR, & First Aid Certifications (or ability to obtain)

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## **HEALTH & WELLNESS**

### **Camp Nurse Assistant**

#### **General Responsibilities:**

- Assist in overseeing the camp's medical operations, including assistance to Camp Nurse/Physician.
- Properly store and dispense medications brought to camp by campers and staff.
- Complete appropriate forms (i.e. incident reports, medication log, etc.) in a timely manner.
- Perform other duties as assigned by Medical Director and/or Camp Director.

#### **Desired Qualifications**

- Completion of at least one semester of college
- Coursework in areas of health, nursing, medicine, etc.
- Experience working with children & ability to act as positive role model
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain) and additional health care certifications

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## **SUPERVISORY**

### **Lead Staff**

#### **General Responsibilities:**

- Define camp goals and plan program to reflect these goals.
- Review and approve activity plans for all program areas.
- Provide supervision and guidance to camp staff, including addressing behavior issues, maintaining morale, and offering on-going training or learning opportunities.
- Identify and respond to potential hazards or dangers, ensuring camper safety at all times.
- Assume or assist with other duties as assigned by the Camp Director.

#### **Desired Qualifications**

- At least 22 years old
- Extensive experience in a camp setting and understanding of role of camp staff
- Experience supervising others in a camp environment
- Possess good character, integrity, maturity, flexibility, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ability to work independently, as well as in a team environment
- CPR and First Aid Certifications (or ability to obtain)