

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Outtrips/Outdoor Skills Program Leader

REPORTS TO: Outtrips/Outdoor Skills Program Supervisor

JOB SUMMARY

To work in conjunction with the Outtrips/Outdoor Skills Program Supervisor and other Outtrips/Outdoor Skills Program Leaders to plan, coordinate and facilitate outtrips/outdoor living skills programs for groups of campers. To ensure the delivery of safe, effective, high quality programs that are designed to meet specific learning objectives and skill development themes.. To assist in other areas of the camp by providing direct support and supervision of campers during meal times, evening programs, bedtime routines and night supervision. To work as part of the overall staff team by participating in the planning and implementation of special, camp-wide theme programs and activities. To adhere to and interpret to other staff and campers the policies, practices and procedures of Camp Towhee and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

1) PROGRAM DESIGN AND DEVELOPMENT

Work in conjunction with the Outtrips/Outdoor Skills Program Supervisor and other Outtrips/Outdoor Skills Program Leaders to plan, organize and facilitate programs for campers that:

- are safe (emotionally and physically)
- are fun
- are skill development focused
- are age appropriate
- are sensitive to the needs and abilities of campers
- are varied
- provide for challenge and growth
- build self-esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input and leadership
- are evaluated thoroughly by campers and staff before repetition
- are meeting the goals and objectives of the overall program
- incorporate a "take only pictures, leave only footprints" environmental ethic into all programs

2) PROGRAM ORGANIZATION AND FACILITATION

ensure all programs are pre-planned, based on clearly articulated and realistic objectives
ensure all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the Outtrips/Outdoor Skills Program Supervisor in a timely manner for review and approval

Outtrips/Outdoor Skills Program Leader Cont'd.

3) PROGRAM SAFETY

To be responsible for groups of campers participating in the Outtrips/Outdoor Skills Program by:
ensuring that their basic needs are met, and that their physical and emotional safety is protected at all times.
following all Camp Towhee Outtrip Program safety and risk management policies, practices and procedures

4) SUPERVISION

Receive supervision and support by:

- meeting regularly with the Outtrips/Outdoor Skills Program Supervisor for feedback and to review daily program plans
- acting on feedback received
- seeking out direction from your supervisor whenever you are unsure or unclear about anything
- being an active member of the Program Team, giving input and suggestions and problem solving

5) DOCUMENTATION

Complete all forms and reports accurately, and within the guidelines of the camp. This includes Daily Activity Logs, Risk Management Check Lists, incident reports, requisitions forms, staff evaluations, and program evaluations, as well as contributing to a detailed program report to be completed by the Outtrips/Outdoor Skills Director, and handed in to the Camp Director prior to the end of the summer.

6) CAMPER SUPPORT

To act as a resource and support, and to be open and sensitive to campers who wish to discuss their feelings/concerns, while maintaining appropriate professional boundaries.

7) Participate fully as part of the Program Team and part of the overall staff team by:

- adhering to and interpreting to other staff and campers all camp policies
- acting as a positive role model at all times
- assisting in the overall camp program by sharing ideas, giving leadership when required, and completing all duties as assigned.

8) OTHER RELATED DUTIES

- assist in other areas of the camp by providing direct support and supervision of campers during meal times, evening programs, bedtime routines and night supervision
- assist in the planning and implementation of special camp-wide programs, including theme days, theme meals, and staff socials as required
- Perform all other related duties as assigned by the Outtrips/Outdoor Skills Program Supervisor or Camp Directors.