

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Adventure (EXCEL) Program Leader

REPORTS TO: Adventure Program Supervisor

JOB SUMMARY

To work in conjunction with the Adventure Program Supervisor and other Adventure Program Leaders to plan, coordinate and facilitate Adventure Based/Experiential learning programs for groups of campers. To ensure the delivery of safe, effective, high quality programs utilizing appropriately sequenced adventure activities and designed to meet specific learning objectives and skill development themes. To participate in the development and facilitation of staff training and team building programs utilizing adventure based/ experiential learning activities. 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 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 Adventure Program Supervisor and other Adventure Program facilitators 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

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 Adventure Program Supervisor in a timely manner for review and approval

3) PROGRAM SAFETY

To be responsible for groups of campers participating in the Adventure 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 Adventure Program safety and risk management policies, practices and procedures
- using all low and high ropes course equipment and activities under the guidance and supervision of a trained and experienced Ropes Course Manager as designated by the Camp Director.

Adventure Program Leader Cont'd.

4) SUPERVISION

Receive supervision and support by:

- meeting regularly with the Adventure 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 Adventure 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, Ropes Course Equipment Usage Logs, Risk Management Check Lists, incident reports, staff evaluations, and program evaluations, as well as contributing to a detailed program report to be completed by the Adventure Program Supervisor, 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 overall staff team by:

- adhering to and interpreting to other staff 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

- work in conjunction with the Adventure Program Team and the Camp Directors to facilitate Adventure Based/Experiential staff training and team building sessions before pre-camp, during pre-camp, and throughout the summer as required.
- Perform all other related duties as assigned by the Adventure Program Supervisor or Camp Directors.