

Camp Ocean Pines
Position Description

Job Title: Staff Director			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon

Position Purpose

A Camp Ocean Pines Staff & Camper Director directly supervises Lead Counselors, the Teen Leader Coordinator and the Counselor team. The Staff & Camper Director helps mentor and coach staff throughout the summer and serve as a camper advocate, ensuring that campers are receiving the highest quality of camp experience.

Essential Functions

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:

- Supervise all counselor staff, providing bi-weekly formal feedback.
- Provide leadership for all behavioral management action steps.
- Oversee camper check-in and surveys throughout the week.
- Oversee all senior/junior specific camp days with assistance of Program Coordinators.
- Assist Teen Leader Coordinator with Dream World Project
- Alongside Summer Camp leadership team, lead all-camp staff training and summer camp inservice
- Meet daily with lead counselors to communicate how to support counselors best; provide projects when needed.
- Be aware of camper needs and areas of support for counselors.
- Keep inventory of general camp supplies, working alongside camp director for shopping needs.
- Provide a safe, welcoming space where all campers feel accepted.
- Help lead camp activities that are age appropriate, mission driven and creative.
- Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.
- Facilitate conflict resolution between campers.
- Help assist in evening camp activities as needed.
- Participate in all-camp activities as per program.
- Be a positive role model to youth and camp staff in attitude and behavior.
- Communicate efficiently with leadership on how to assist yourself and campers.
- Maintain proper self-care for self; mental and physical.
- Participate in camp evaluations of self, maintaining a growth mindset.

Other duties as assigned by Camp Ocean Pines

Other Duties and Responsibilities

Consistently provide friendly courteous assistance, including building and maintaining healthy professional relationships with campers, parents, staff and guests.

Support and contribute to a safe, clean environment for all guests and staff.

Be tech-free while working with campers, only to be used on off-times.

This job description is subject to change at any time.

Knowledge, Skills and Abilities

Required:

- Must be at least 21 years of age
- Experience in youth development, leading youth programs and/or supervising youth in a day or resident camp setting
- Experience leading and planning youth programs for small and large groups
- Experience supervising peers and coworkers
- Excellent oral and written communication skills
- Maintain a positive attitude in complex situations after working long hours
- Adjust quickly to changes with open mind and flexibility
- Recognize and respond to emergency situations
- Proof of completed COVID-19 vaccinations with boosters strongly recommended

Preferred:

**Camp Ocean Pines
Position Description**

Job Title: Staff Director			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon
Experience with Google Suite (Mail, Photos, Drive).			
Lifeguard certification			
Experience in trauma-informed, culturally relevant, and culturally responsive teaching			
Spanish & ASL language skills			

<u>Certificates and/or licenses:</u>
Current California Food Handlers certificate prior to start date (required)
Successfully complete a background check and LiveScan fingerprint (required)
Current First Aid/CPR/AED certification prior to start date (required)
Valid United States driver's license (required)
Lifeguard certification (preferred)

Performance Evaluation
Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.
Compensation
The Staff & Camper Director salary range is \$610 - \$650. Housing is provided in staff housing shared with other program staff. Staff room available for off-times to use cell-phone and store personal equipment. Meals are provided when camp is in session. When campers are not onsite, staff will have access to leftover food and use of the kitchen facilities.

Employee Acknowledgement		
I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions I may have about this job description prior to signing this form.		
Date	Print Name	Employee Signature