**Title: Unit Leader**

**Reports to: Assistant Camp Director**

**Position Purpose (primary responsibilities):** To supervise and support the work of the unit counselors, and to oversee the activities and ensure the safety, enjoyment, and growth of the campers in their unit. Together with the unit counselors, the unit leader guides campers in planning and carrying out their activities, and works to ensure the social health and well-being of the unit community. In addition to unit responsibilities, unit leaders are responsible for planning and leading elective activities in areas in which they have experience and expertise.

**Responsibilities:** The unit leader is responsible for the overall supervision and health and safety of the staff and campers in the unit.

1. **Coordination of unit activities:**
	* Oversee planning and sign up for program activities by the small program group.
	* Coordinate unit activities within the unit.
	* Supervise and schedule unit maintenance.
	* Ensure safety rules and procedures are followed
	* Supervise and support unit counselors in their work.
2. **Camper supervision:**
	* Implement camper-directed planning to help campers design and implement program options.
	* Seek to provide a balance of activities that incorporates all program areas in camp.
	* Coordinate small group activities with those of the unit and camp.
	* Be aware of the ongoing medical needs of campers.
	* See that campers maintain good health habits.
	* Foster a spirit of cooperation and team building within the small group
3. **Participation in the Camp Community**
* Participate effectively in the camp staff team:
	+ - * + Support, supervise and teach unit counselors the skills and concepts they need to know to do a good job in their positions.
				+ Maintain excellent communication with campers, parents and staff.
				+ Maintain excellent communication between the unit and the rest of the camp.
				+ Participate in daily leadership team meetings.
				+ Assist with the planning and implementing of all-camp activities and other events as requested.
				+ Take an active role in the continuous evaluation of campers, program and staff.
				+ Organize the time-off schedules of the staff in the unit, and maintain communication between the unit and the rest of the camp.
* Take responsibility for the use and care of camp-owned equipment and facilities.
* Keep records and make reports as requested, including taps schedules, unit, group and tent rosters, program sheets, group supervision, goal sheets, etc.
* Facilitate intra-unit communication among staff and campers.
* Serve as a resource person for unit counselors in the unit.
* Participate in required pre-camp training.
* Participate in post-camp clean-up, inventory and evaluation.
* Perform other duties as assigned by the camp director.

**Qualifications:**

* A belief in, adherence to, and a willingness to promote the mission of the Friends of Camp Little Notch.
* Acceptance and appreciation of all people and the ability to live and work with children and adults of backgrounds, life experiences, and identities.
* Ability and desire to live and work in a tight-knit, diverse, community
* Passion for youth development, environmental sustainability, and diversity education.
* A willingness and ability to share skills and traditions, and to learn new skills and philosophies.
* Maturity and good judgment.
* Love of people and the ability to put other’s needs first.
* Ability to supervise and support other staff within the unit.
* Excellent communication skills, and a willingness to work as part of an effective camp staff team.
* Ability to plan, schedule, document and report.
* Current certification in Wilderness First Aid and CPR/AED or equivalent.
* Knowledge of camp program standards, safety rules, and progressions specific to area of responsibility.
* Previous camp experience and positive experience supervising children (or equivalent training).
* Minimum age 21 years.

**Essential Functions:**

* Ability to communicate, work with and provide instruction to campers and staff.
* Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
* Ability to identify and respond to environmental and other hazards related to the activity.
* Physical ability to respond appropriately to situations requiring first aid, assist campers in an emergency (fire, evacuation, illness, or injury), strength and endurance required to supervise campers.
* Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
* Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
* Ability to traverse varying terrain, from flat to hilly, while moving with campers between activities.
* Ability to live and work in a camp setting with children and adults 24 hours a day, with a minimum of privacy, while maintaining a high level of energy, enthusiasm and a good sense of humor.