



## Activity Specialist Job Description

Activity Specialists Responsible to: Specialist Unit Head

Boating Specialists Responsible to: Aquatics Director

### **Activity Specialist**

*Age Requirements:* minimum 21 years of age

*Education:* Bachelor's degree (or in progress)

*Experience:* Certification and training in particular program area, able to work with types of groups participating in the activity and to provide the necessary instruction

### General Responsibilities:

- Enforce established safety regulations.
- Work with the types of groups participating in the activity and provide necessary instruction
- Identify and manage environmental and other hazards related to the activity
- Devise age-appropriate activities for the types of groups participating and initiate a creative, interesting program
- Prepare and implement rainy day plans when necessary
- Purchase program materials before and during the camp season
- Set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of camp groups to their activity area
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Consult with the Specialist Unit Head, Director of Camp and Assistant Director of Camp regarding suggestions for improvement of activities and general camp experience
- Identify and manage environmental and other hazards related to the activity
- Supervise and mentor counselors
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures related to the activity and the participants when necessary
- Turn in inventory and store camp equipment at end of season
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Participation in staff training sessions and staff meetings
- Assist with camper arrival and dismissal procedures
- Other duties assigned as needed

Please print your name, sign and date below.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date