



Activity Specialist Unit Head Job Description

Responsible to: Director of Camp and Assistant Director of Camp

Activity Specialist Unit Head

Age Requirement: Minimum of 21 years of age

Education: Bachelor's degree

Experience: 3 years teaching or camp experience

General Responsibilities:

- Verify Specialist's skills prior to the opening of camp
- Observe the implementation of the camp program by Specialists
- Coordinate the overall evaluation of the program by the Leadership Team
- Monitor purchasing and compliance of each program to the current budget
- Maintain records of program inventory
- Prepare and monitor the weekly camp schedule, updating and changing when necessary
- Maintain and update Operating Guidelines for each program
- Enforce established safety regulations at activities
- Identify and manage environmental and other hazards related to camp
- Devise age-appropriate activities for the types of groups participating and initiate a creative, interesting program
- Ensure specialists are implementing rainy day plans when necessary
- Purchase program materials before and during the camp season
- Assist in the set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of Specialists
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Work closely with the Transportation and Logistics Coordinator to develop weekly schedules
- Identify and manage environmental and other hazards related to the activity
- Supervise and mentor specialists
- 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
- Assist with camper arrival and dismissal procedures
- Participation in pre-camp Fairs and Open Houses
- Participation in staff training sessions and staff meetings
- Observation and Appraisal of Counselor and Specialist staff
- Other duties assigned as needed

Please print your name, sign and date below.

Print Name

Signature

Date