



Division Unit Head Job Description

Responsible to: Director of Camp and Assistant Director of Camp

Division Unit Head

Age Requirement: Minimum of 21 years of age

Education: Bachelor's degree

Experience: 3 years teaching or camp experience

General Responsibilities:

- Observe the implementation of the camp program by Counselors
- Provide camper support and handle parent inquiries and concerns
- Provide weekly communication to families
- Staff camp groups and maintain appropriate camper to staff ratios according to the American Camp Association guidelines
- Supervise the design and implementation of the Lower Camp homeroom program (if Lower Camp Unit Head)
- Prepare written mid-summer and end-of-summer evaluations of Counselors
- Coordinate the overall evaluation of the program by the Leadership Team
- Assign staff to weekly on and off campus overnights
- Enforce established safety regulations at activities
- Identify and manage environmental and other hazards related to camp
- Ensure Counselors are implementing rainy day plans when necessary
- Assist in the set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of Counselors
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Supervise and mentor Counselors
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures related when necessary
- Turn in inventory and store camp equipment at end of season if necessary
- 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

Mail to: Barrie Camp at 13500 Layhill Road, Silver Spring, MD 20906 or send a scanned copy to camp@barrie.org.