



Lower Camp Group Lead Job Description

Responsible to: Lower Camp Unit Head

Lower Camp Group Lead

Age Requirements: minimum 21 years of age

Education/Training: Early Childhood Teaching Certification (or in progress) and/or Montessori Teaching Credential.

General Responsibilities:

- Manage a group of Pre-K and Kindergarten campers
- Prepare a classroom activity space with hands-on, indoor, and rainy day activities.
- Implement safe, interesting and engaging free-time activities
- Request supplies not already in camp inventory that need to be ordered prior to the camp season
- Transport group to camp activities and assist with the implementation of each program
- Mentor and supervise a team of counselors assigned to your group
- Remove and turn in inventory of camp materials at end of camp season
- Participation in the general implementation of camp program including, but not limited to:
 - Morning Flagpole program
 - Daily activities
 - Special Events
- Assist and care for the needs of campers throughout the camp day
- Report camper issues immediately to the Lower Camp Unit Head
- Assist Specialists at each activity area
 - Guide and encourage camper participation
- Sit or stand as a lookout when at the Pool
- Assist with camper arrival and dismissal procedures
- Maintain a friendly and professional relationships with all camp staff and parents
- Participate in all staff training sessions and staff meetings
- Identify and report environmental and other hazards when seen
- Sign in and out daily in the camp office
- Maintain a safe and healthy camp group by following:
 - Written safety procedures
 - Health regulations
 - Operating guidelines
- 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.