



Teen Leadership Director Job Description

Responsible to: Director of Camp and Assistant Director of Camp

Teen Leadership Director

Age Requirement: Minimum of 21 years of age

Education: Bachelor's degree. Some college classes.

Experience: 3 years teaching or camp experience required

General Responsibilities:

- Manage and maintain all aspects of the Leadership Program for fourteen and fifteen year olds, including development and implementation of training activities, assignment of Counselor-In-Training groups or activity areas and supervision and written evaluation of all Counselors-In-Training
- Plan and implement on-going staff development training for Counselors-In-Training and Camper/Counselors-In-Training
- Enhance and update the Counselor-In-Training Program Operating Guide so that it reflects current practices
- Observe the implementation of the camp program by Counselors-In-Training and Camper/Counselors-In-Training
- Provide camper support and handle parent inquiries and concerns
- Prepare written mid-summer and end-of-summer evaluations of Counselors-In-Training
- Coordinate the overall evaluation of the program by the Leadership Team
- Enforce established safety regulations at activities
- Identify and manage environmental and other hazards related to camp
- Assist in the set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of Counselors-In-Training
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Identify and manage environmental and other hazards related to the activity
- Supervise and mentor Counselors-In-Training and Camper/Counselors-In-Training
- 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