

## CAMP ARYE UNIT HEAD POSITION DESCRIPTION

**Position Title:** Camp Arye Unit Head

**Dept No:** 633000

**Department:** Camp

**Personnel Code:** Camp Staff

**Status:** Non-Exempt

**Supervisor:** Director JCC Camps

### **Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

### **Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

### **Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Camp Goals:** The Jewish Community Center of Greater Columbus Day Camp provides children with a variety of experiences and activities to enhance their Jewish identity, create fun and adventure, develop an appreciation and understanding for the outdoors and develop each camper as an individual and as a member of a group.

**Position Summary:** The Camp Arye Unit Head trains camp staff in their responsibilities; supervises staff and program; counsels staff and campers, and evaluates the program.

### **Supervised by Camp Arye Director**

### **Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** College graduate or at least 23 years of age
2. **Experience - Minimum Required or Preferred:** Previous camp staff experience; current CPR and first aid certifications
3. **Special Skills:** Desire and ability to work with children and adults in a camp setting; ability to creatively schedule programs, facilities and staff; ability and experience supervising staff and campers; strong Jewish commitment; background in Jewish Education, Education or related field; basic knowledge of Hebrew a plus; ability to physically lift campers in and out of swimming pool; ability to help campers change clothes; ability to swim with campers, and ability to chase campers if necessary.

**Essential Functions:**

- Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Physical strength and ability to be actively involved in activities of instruction.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- Physical ability to respond appropriately to situations requiring first aid.
- Cognitive and communication abilities to plan and conduct the activity to achieve camper development.
- Strength and endurance required to maintain constant supervision of campers.
- Ability to assist campers in an emergency (fire, evacuation, illness, or injury).
- Ability to integrate Jewish education into an informal camp setting.

**Duties and Responsibilities:**

- Teach staff their responsibilities during staff training.
- Model appropriate behaviors and activities related to general and Jewish camp expectations.
- Be knowledgeable about the eating habits, diets, medications and any limitations or special concerns of campers.
- Monitor counselor and camper attendance and assignments for the day.
- Together with unit staff and campers, plan and execute special programs.
- Correct or reprimand staff as soon as possible (in private), for actions that put the health and safety of a camper at risk.
- Monitor that counselors take responsibility for groups at appropriate times.
- In the event a counselor is ill or their employment is terminated, lead the activity temporarily until a substitute is in place.
- Supervise your unit's swim lessons and open swim sessions.
- Work with counseling staff to integrate the Jewish camp curriculum into their camp program.
- Be responsible for the welfare of each individual in the unit and do all possible to solve problems.
- Inform director of any camper or staff problems.
- With the help of other staff, evaluate the elective choices of campers.
- Assist those campers and staff that may need help fitting into the camp atmosphere.
- As appropriate, speak with campers' parents.
- Discuss with director the performance of all staff.
- Evaluate unit staff, and assist staff in setting objectives so that they can meet expectations.
- Formally evaluate staff at least twice a season, conducting other evaluations as necessary.
- Supervise and check the writing of all final staff reports as they pertain to campers and the program.
- Assist in evaluating the entire camp operation and program with suggestions for the following season.
- Maintain a daily journal evaluating camp programs, staff, activities, etc.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Acknowledgement:** Employee Name: \_\_\_\_\_

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Employee's Signature

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Date of Signature