



BAY CLIFF HEALTH CAMP

Children's Summer Therapy Camp

Unit Leader: Seasonal

RESPONSIBLE TO: **Children's Services Director**

The Unit Leader is a key figure in the Bay Cliff Health Camp summer session. There are four housing units for the campers at Bay Cliff. A Unit Leader is responsible for the welfare and activities of their unit. The counselors act under their direction. The Unit Leader sets standards and provides overall supervision for all staff and children in the unit.

Unit Leaders have an extended contract including Leadership Training and Orientation Week prior to camper arrival.

MINIMUM QUALIFICATIONS:

Must be:

- at least 18 years of age.
- dependable and mature.
- positive, enthusiastic, and patient.
- able to work independently.
- able to work as a member of a team.
- an effective problem solver.
- adaptable and flexible.
- attentive to details.

PHYSICAL REQUIREMENTS:

Ability to:

- carry out all physical requirements for Bay Cliff Health Camp Safety Plan.
- move safely across uneven surfaces.
- sit/stand for long periods of time.
- transport light to moderate objects short distances.
- lift light objects from one level to another.
- make healthy decisions to promote physical and emotional stamina.

GENERAL RESPONSIBILITIES

- A Unit Leader is the resource person for their staff of counselors. They are able to handle problems arising within their own unit, but are able to call on the Camp Administration for help when needed. Counselors discuss problems with their Unit Leader first, and then come to Camp Administration for help when a solution is not available at the Unit Leader level.
- Unit Leaders set the standards of leadership and behavior for themselves and their counselors.
- The Unit Leader makes life at Bay Cliff a rewarding and positive experience for their staff.
- The Unit Leader supports and enforces the rules and regulations of camp life and will expect the same behavior from the staff in their charge.

BAY CLIFF HEALTH CAMP - UNIT LEADER: SEASONAL

- A Unit Leader will review camper applications to become familiar with various needs of the camper to be able to pass along information and support the counselor to provide a successful summer for the camper.
- The Unit Leader will work closely with other departments on camp to ensure that their unit is well-informed and able to provide a positive camp experience for both counselors and campers.

LEADERSHIP/ORIENTATION RESPONSIBILITIES:

- Review camper files and record pertinent information (health/medical data, physical restrictions, medications, goals, interests, recommendations of referral professionals, etc.)
- Get to know your counselors and assign them to cabin groups based on their personalities, goals and interests (using icebreakers and team building activities).
- Inform the counselors of camper information (health/medical data, etc.) which will be of value to them when living and working with their campers once counselor assignments have been made.
- Attend the week long camp orientation with your unit
- Provide unit-specific information to your counseling staff.
- Prepare a rest counsel schedule and days-off calendar for the unit.
- Recommend, to the camp administration, counselors for the position of Assistant Unit Leader.

RESPONSIBILITIES:

- Be familiar with your role in, and understand how to assist in implementing both the Bay Cliff Behavior Plan and the Bay Cliff Safety Plan when the need may arise.
- Attend the leadership staff breakfast meeting. Record important information and announcements. Relay pertinent information to unit staff at unit meetings after breakfast every morning (weekdays).

BAY CLIFF HEALTH CAMP - UNIT LEADER: SEASONAL

- Throughout the day, advise and support counselors, answer questions, work together with counselors to provide solutions to problems and help plan activities within the unit.
- Inform camp administration about concerns regarding campers and/or counselors.
- Attend meetings as called by the camp administration.
- Act as the liaison between other camp departments and the unit.
- Return phone calls to camper parents in a timely manner (within 24 hours).
- Provide weekly camper updates to parents via phone.
- Provide overall unit supervision and take over a cabin group if a situation arises when a counselor may require/request unscheduled time off.

POST-CAMP RESPONSIBILITIES:

- Write mid camp and final evaluations of counseling staff using forms provided.
- Complete an exit interview with the camp administration.
- Provide feedback to camp administration about how the summer went in your unit.