Camp Red Leaf

Position Description

**Position Title**:

Summer Assistant Director (TR Specialist)

**Reports to**:

Camp Red Leaf Director

**General Function**:

The Assistant Director assists the Camp Red Leaf Director with the management of the camp operations. Responsibilities include development of summer camp programs, the coordination of the cabins based on campers needs and abilities, and aiding in camper intake, care, and management.

**Requirements**:

The Assistant Director should have a strong understanding, background, and experience in Therapeutic Recreation and or special needs population and must be pursuing a degree or career in such.

**Principal Activities:**

1. Manage the operations of the camp
2. Properly support and interpret the mission and values of the camp and the agency
3. Supervise and evaluate senior staff
4. Assist in training staff.
5. Strong Leadership skills/ability to collaborate and delegate as needed
6. Understanding of disabilities and needs
7. Create camper intake process
8. Ability to adapt program based on needs
9. Approve camper cabin groupings.
10. Help with camp preparations, orientation planning, updating manual and coordinating program ideas and supporting the staff
11. Participate in summer camp staff recruitment and screening (If possible)
12. Creating and starting new programs/activates
13. Work with rental groups throughout the summer
14. Give camp tours
15. Attend/help plan summer travel camps
16. Driving for programs/staff outings
17. Providing care to the campers
18. In the absence of counsellors or coordinators, provide programs and care for campers
19. Ordering supplies for camp, all supplies (medical, pool, crafts, and sports)
20. Marketing/Social Media work for the CRL page
21. Manage Senior Staff and counselors (See roles and Responsibilities below)

**Roles and Responsibilities of CRL Senior Staff**

**Counselor Coordinators**

1. Assists and supports counselors with camper care and behavior questions or situations
2. Evaluates counselors on a regular basis
3. Reviews camper intake forms and creates cabin groups and counselor assignments
4. Assumes duties of the Director and/or Assistant Director in their absence
5. Reviews all counselor paperwork weekly
6. Checks cabin washing/showering/teeth brushing/laundry sheets daily
7. Counselor Coordinators will step in to relieve or replace staff if necessary at the discretion of the Senior Staff

**Program Specialists**

1. Responsible for leading campers and counselors in arts and crafts/theatre arts/sports and recreation as well as evening activities, choice activities and 4th activities
2. Should plan, facilitate and work as a team to provide campers with a quality program that is age appropriate, satisfies sensory needs and keeps campers safe
3. Program Counselors will organize and run activities during drop off and pick up and will aid in collecting the camper’s bags and taking them into meet their counselors
4. Live in the lodge and be assigned to a cabin group each week. Assist and support cabin group with showering and getting campers ready for bed at night.
5. Paperwork concerning preparation and evaluation of activities
6. Planning original and creative programs in advance for each week.
7. Leading campfire, the dance, the talent shows and the awards ceremony.
8. Should keep the designated program area and storage facilities clean and organized at all time.
9. Should plan, discuss and order all needed supplies with program director.
10. During the day, from breakfast until after evening activity has finished (8.30am-8.30pm) primary role is as program leader.
11. After evening activity has ended role is to assist cabin group.
12. Should lead by example and encourage camper and counselor participation in all activities.
13. Should always have alternative activities planned in case of bad weather/low interest/participation/unforeseen circumstances.
14. Other duties at the discretion of Senior Staff

**Counselor**

1. Counselors spend each session living in the lodge with campers
2. Responsible for assisting campers to whatever degree necessary with their activities, including those of daily living (showering, dressing, bathing, eating, etc)
3. Accompanying participants to the different programs that are available (such as arts and crafts, sports, nature, pool, lake, music, theatre and all group activities) and assisting in leading and/or assisting campers in the various activities
4. Counselors will promote and encourage camper involvement in activities
5. Counselors will always lead by example, by being a role model and always energetic/enthusiastic.
6. Responsible for paperwork concerning various activities and responsibilities throughout the week
7. Counselors must be able to act as a role model and be understanding and flexible in their approach to work
8. Be responsible for your camper’s belongings, please make sure nothing is left in the cabin on check out day
9. Responsible for daily laundry, completing the laundry sheet and collecting cabin laundry daily.
10. Completing the daily washing/showering/teeth brushing and laundry sheets.
11. Responsible for the supervision and safety of the campers in your cabin at all times.
12. Ensure cabin bag is stocked with medical supplies/bug spray/sun screen at all times.
13. Responsible for the cabin’s water bottles and ensuring they are always full.
14. Should ensure that the cabin room is always clean and safe (with no food ever permitted in rooms) should encourage campers to keep room tidy.
15. Should ensure that campers are always covered in sun screen and bug spray.
16. Should communicate with fellow counselors and senior staff and if in doubt, ask (It is always better to double check)
17. Any other duties at the discretion of Senior Staff