



How to Apply

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Sonya at sonya@prettylakecamp.org to receive application. Deadline May 16, 2023.

Job Title

Cabin Director

Responsible To

Camp Director

Supervises

Counselors, assigned cabins of Campers

Summary

The Cabin Director assists the administrative staff in working with campers, dealing with camper and staff issues and ensuring a safe and successful camp program as it relates directly to the campers and counselors.

Required Qualifications

1. 21 years of age or older.
2. Ability to live on-site.
3. Documented experience in a leadership role involving the supervision of others.
4. Previous experience in a camp or similar recreational facility.
5. Experience working with and supervising children.
6. Valid Driver's License.

Preferred Qualifications

1. Interest, knowledge and/or skills in a variety of camp program activities.
2. CPR, AED, First Aid and Lifeguard certification.

Essential Functions

1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership up to 9 counselors and their campers.
2. Ability to observe camper behavior, assess its appropriateness and apply behavior management techniques in dealing with campers who may be having problems adjusting to the camp expectations.
3. Ability to observe staff engagement and interaction with peers and campers and assess their abilities and coach them as needed.
4. Visual and auditory ability to identify and respond to emergency and possible emergency situations related to camping. Ability to work with people of differing abilities to ensure a safe camping experience for each camper.
5. Ability to communicate effectively with parents or guardians while learning about campers' needs and discussing any issues that might arise.
6. Represent the Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
 - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
- Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. Attend and participate in all staff meetings and events, including daily morning meeting with the administrative staff.
 2. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day during check-in and check-out. Make certain that campers, guardians and parents are comfortable and have all questions answered.
 3. Provide technical, behavioral, health and clean-up assistance to counseling staff in their cabins as the need arises. Use effective discipline techniques and know when to ask for assistance.
 4. Assist counselors as they work with campers with special needs or behavioral problems where the traditional staff-to-camper ratio is not adequate.
 5. Address camper social, emotional and behavioral concerns with counselors and report information to the Camp Director.
 6. Document all camper concerns or incidents on appropriate forms.
 7. Formulate written social, emotional and behavioral plans for campers as needed on an individual basis and share with Camp Director.
 8. Document all camper social, emotional and behavioral incidents, with appropriate plan of action, timeline, and communication schedule in Excel document.
 9. Be a positive role model for the campers and other staff members.
 10. Assume responsibility for each camper's and staff's safety and health, assuring them a pleasant camp experience. Help each camper and staff member grow and adjust to others and to camp life.
 11. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise. Also respect the confidentiality of the office and administrative issues.
 12. Actively pursue opportunities for positive reinforcement for campers and staff, including shout-outs during meals.
 13. Take notes regarding positive and constructive observations of staff and provide feedback for evaluations.
 14. Rotate on call duties with other administrative staff throughout the week.
 15. Know when to ask for assistance and support fellow staff.
 16. Submit weekly feedback form.
 17. Assist the counselors as they plan and lead activities which relate to the campers' interests and development. Encourage the individual camper to participate in all camp activities.
 18. Assist with all camp activities, working closely with the administrative staff.
 19. Assist in preparing evaluation for counselors and program staff.
 20. Lead other activities as assigned by the administrative staff.
 21. Be flexible and willing to act as a substitute for any counselor or program staff during the time of an absence.
 22. Assist with weekly paperwork as needed.
 23. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
 24. Assist with camp clean-up throughout and at the end of each session.
 25. As needed, serve as a vehicle driver for camper check-in/departure, camp trips, emergency situations or for running errands.
 26. All other duties as assigned.
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