How to Apply
Complete employment application at https://prettylakecamp.campbrainstaff.com or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 17, 2020.

Job Title
Camper Wellness Coordinator

Responsible To
Camp Director

Summary
The primary purpose of the Camper Wellness Coordinator is to monitor and address camper social, emotional and behavioral issues, while thoroughly document and communicate all concerns appropriately.

Required Qualifications
1. 21 years of age or older.
2. Ability to live on-site.
3. Documented experience or course work in a counseling, social work, or sociology.
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 social-emotional support to 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.
Job Description – Camper Wellness Coordinator (cont.)

- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Ability to have support from family or friends outside of Camp.
- Use of cell phone only during two hours off each day.
- Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day.
2. Maintain the confidentiality of campers relating to issues such as homesickness, behaviors, and other situations that may arise.
3. Address camper emotional and behavioral issues with Unit Directors and report any issues or concerns to the Camp Director.
4. Document all camper concerns or incident on appropriate forms.
5. Formulate written emotional and behavioral plans for camper issues and share with Camp Director.
6. Ensure frequent and clear communication with parents/guardians for all camper concerns.
7. Document all camper behavior and emotional issues, with appropriate plan of action, timeline, and communication schedule in Excel document.
8. Actively pursue opportunities for positive reinforcement for campers and staff, including shout-outs during meals.
9. Take notes regarding positive and constructive observations of staff and provide feedback for evaluations.
10. Rotate on call duties with other administrative staff throughout the week.
11. Submit weekly feedback form.
12. Lead other activities as assigned by the administrative staff.
13. Assist with camp clean-up after each group departs.
14. As needed, serve as a vehicle driver for camper check-in/departure, camp trips, emergency situations or for running errands.
15. Provide assistance in programming for groups where a camper has behavioral or emotional issues that could use more assistance.
16. When time allows, spend time with camper groups.
17. Assist in the planning and implementation of effective staff training.
18. Assist in camp emergencies or other situations as directed by administrative staff.
19. Other duties as assigned.

Revised 10/19