

Deerkill Day Camp Job Description

Job Title: **Specialty Head/Assistant**

Reports to: Head Counselor or Camp Director

Position Purpose:

To further the mission of the camp through the development and delivery of specialty activities that are safe, fun, and appropriate to the campers' age and abilities.

Essential Job Functions:

1. Develop and deliver a specialty program that is appropriate for the age and ability of the campers
 - Write lesson plans that meet camp outcomes and the abilities of the campers.
 - Evaluate abilities of campers and staff.
 - Design and deliver activities that make use of different mediums and use the resources most efficiently.
 - Evaluate the success of the specialty program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - Assist in the implementation of staff training.
 - Train group staff in their responsibilities at the specialty location.
 - Ensure campers and staff follows safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the program area
 - Maintain the equipment.
 - Ensure the security of the equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
 - Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - Clean area, keeping it free of hazards and debris.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise special events and other all-camp activities and camp functions.

Relationships:

Program Specialists often have direct relationships with the counseling staff and assistants may actually serve as a counselor with a camper group when not on duty in their activity area.

Qualifications:

- Documented experience in specialty instruction or documented training and experience.

Knowledge Skills and Abilities:

- Training and experience in teaching specialty to children.
- Desire and ability to work with children outdoors in varied conditions.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.