



## Summer Activity Leader Job Description

### Overall Job Purpose

To provide fun, empowering, and safe programs that are in line with our philosophy of intentional programming; to contribute to the overall development of the specific activity, evening programs, special days and other camp programs; to provide support for other staff and volunteers and to maintain a physically and emotionally supportive environment for campers.

### Main Responsibilities

#### *Preparation*

- Ensure that all activity areas and facilities are prepared and ready for campers to arrive
- To attend and participate in all pre-session training

#### *Activity Facilitation*

- Ensure that the activity is fun, empowering and safe, and in line with our philosophy of intentional programming
- Design activity blocks that are developmentally appropriate for all campers with special consideration paid to adaptation and inclusion
- Design activity blocks for 12-15 campers ranging in age from 7-17 years old
- Develop a resource base of activities that meet the goals and objectives of the program
- Prepare all-weather plans that can be implemented at short notice
- Keep an updated activity resource binder which includes the activity manual, safety procedures, inventories, activity plans and other resources
- Act as a role model for campers and staff
- Lead activities in a manner that is encouraging, friendly and professional
- Being punctual at all times

#### *Supervision and Development of Assigned Cabin Group*

- Be familiar with all information available on the group of campers including the medical and behavior alert lists, and any other information provided by the support team
- Encourage camper responsibility for personal hygiene
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately
- Ensure camp property is respected
- Facilitate camper choice time (optional morning activities and free choice blocks)
- Ensure that the cabin is a physically and emotionally safe environment for all campers, at all times



- Be present in the cabins before breakfast, during rest time and before bed, as well as other times during the day when activity preparation is complete
- Assist with night time cabin watch as needed
- Provide regular and positive feedback to campers on their achievements
- Handle group issues in a fair, positive and age appropriate manner
- Organize and facilitate nighttime cabin chat with the other staff and volunteers
- Be aware of and sensitive to campers' fears and concerns

### *Camper Safety*

- Be fully aware of all safety and emergency procedures, and executing procedures when required
- Ensure all campers are aware of and understand the safety rules at activities, and around camp
- Be familiar with the camper alert list prior to campers' arriving at activities, and have activity plans adapted as appropriate and in adequate time
- Adjust the activity plan based on weather concerns
- Participate actively in camp safety training
- Ensure Accident/Incident report forms are filled out accurately and immediately, and are given to the Camp Director

### *Safety and Maintenance of Equipment*

- Ensure all equipment is used in a safe manner
- Ensure a maintenance request form is filled in immediately if any equipment in need of repair poses a risk to others
- Protect activity equipment from loss, theft or damage
- Complete inventories accurately
- Practice preventative maintenance and make repairs within your training
- Encourage campers to have a sense of respect for equipment and property
- At the close of each session, ensure the activity area is clean, safe and ready for the next session

### *All Camp Programming*

- As a part of the activity leader team, plan and lead all camp activities including evening programs, theme day and theme meals
- Assist with cabin activities and responsibilities as needed, and as a priority in certain circumstances

### *Staff Team*

- Actively participate in staff training
- Be present and punctual for all staff meetings



- Integrate and support program volunteers in activities, and provide them with training as needed
- Integrate and support cabin volunteers in activities and be available to answer questions
- Be supportive of other members of the team, and address concerns professionally and with the assistance of the support team
- Ensure camp is cleaned and prepared for each new session
- Maintain camper and colleague confidentiality at all times
- Undertake duties from time to time in accordance with the overall purpose of the job or as deemed appropriate by the Camp Director
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation

### **Knowledge and Experience**

- Preference will be given to candidates with recognized qualifications in the activity to be led
- Proven experience in facilitating the specific activity
- Experience working with children and/or special needs populations

### **Special Conditions**

- This is a residential position. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session

### **Essential Functions**

Roundup River Ranch Camp staff will be expected to:

- be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include calling for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- be able to demonstrate or participate in camp activities as they supervise and instruct campers. This will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood. This will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.



- possess the strength and stamina to maintain constant supervision of campers for the duration of the season given one hour off per day and twenty-four hours off per week of work, granted during the breaks between sessions. Such supervision requires the ability to observe what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.