



Summer Cabin Coordinator Job Description

Overall Job Purpose

To ensure the cabin environment and camper interactions are in line with our philosophy of intentional programming at all times; to support the cabin leader team and greater camp team in achieving our mission.

Main Responsibilities

Managing and Supporting the Cabin Leader Team

- Visit each cabin regularly to ensure that they are a physically and emotionally safe environment for campers and staff
- Facilitate daily meetings with the cabin leader team and report back to the support team
- Provide support and coaching for the cabin leaders through weekly, individual check-ins, regular feedback and an end of summer evaluation in conjunction with the Camp Director
- Act as a resource for cabin leaders, providing motivation, encouragement and ideas
- Encourage the cabin leaders to ensure that adaptation and inclusion are met in all cabin related activities
- Assist cabin leaders with behavior support of campers, and step in should situations escalate
- Work with the Camp Director and Assistant Camp Director to ensure adequate training for all cabin leaders, and for all other staff relating to cabin responsibilities
- Schedule time off for cabin leaders in consultation with the Camp Director

Coordinating Cabin Life

- Provide input and assistance with the creation of the cabin groups prior to each session
- Ensure all campers have a name badge prior to the start of each session
- Distribute and maintain all cabin resource binders, and ensure all cabin paperwork is completed professionally and on time (ie camper profile sheets, birthday cards etc)
- Work with the camper recruiter to ensure that all lost property is labeled and forwarded as appropriate
- Distribute camper t-shirts during the session
- Work with the activities coordinator to organize and deliver snack to all campers during the day
- Ensure all camper birthdays, during the camp session, are communicated to the cabin leaders and are celebrated appropriately
- Ensure that any purchase requests are given to the Camp Director prior to the start of a session and are within a reasonable budget



Safety

- Assist in the coordination of emergency procedures
- Nurture a culture of safety amongst all staff
- At the end of each session, ensure that the entire camp site is clean, safe and prepared for the next session
- Ensure all maintenance request forms are filled out
- Ensure Accident/Incident report forms are filled out accurately and immediately, and are given to the Camp Director

Support Team

- Be actively involved in all decision making processes that are the responsibility of the support team
- Motivate and support all staff and support team members
- Act as a positive role model for campers and staff
- Actively participate in and help to facilitate staff training
- Be present and punctual for all staff meetings
- Integrate and support all volunteers and special guests
- Be supportive of other members of the team, and address concerns professionally and with the assistance of the rest of the support team
- Maintain camper and colleague confidentiality at all times, and respect the confidentiality of support team discussions/responsibilities
- 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

- Experience in a supervisory role in a camp or outdoor/activity environment
- Proven experience in undertaking behavior support procedures
- 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.