



Summer Cabin Leader Job Description

Overall Job Purpose

To relate positively to campers and to look after their day-time and night-time needs; to accompany campers through their schedule of activities and provide support and encouragement; to take the lead on any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

Main Responsibilities

Pre-Session Preparation

- Be familiar with all information available on the cabin group including medical and behavior alert lists, and any other information given by the support team
- Ensure that all cabin areas and facilities are prepared and ready for campers to arrive
- To attend and participate in all pre-session training

Supervision of the Cabin Group

- Ensure there is a morning wake up routine, being conscious of the campers that may require extra assistance
- Encourage camper responsibility for personal hygiene
- Wash campers' clothes as necessary, including changing bedding
- Ensure the cabins are kept clean and tidy
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately
- Know where the campers in your cabin are at all times and report missing campers immediately
- Ensure camp property is respected
- Facilitate cabin time activities
- Establish a routine for campers ie being punctual to meals, bedtime etc
- Ensure that the cabin is a physically and emotionally safe environment for all campers, at all times
- At the end of each session, ensure that the cabin is clean, safe and ready for the following session
- 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
- Ensuring all cabin/camper paperwork is completed on time and professionally



- Along with other staff, facilitate nightly cabin meetings with all staff and volunteers attached to the cabin group

Supervision of the Activity Group

- Assist activity staff and volunteers during activity blocks as required and ensure that campers follow the instructions and safety procedures
- Provide activity staff with any information about the campers that may help them to program appropriate activities that will be successful for the group
- Know where the campers in the activity group are at all times and report any missing campers immediately
- Use appropriate behavior support techniques at all times
- Be punctual in following the schedule
- Act as a role model for all campers and staff

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 in cabins, and around camp
- Ensure a maintenance request form is filled in immediately if any equipment in need of repair poses a risk to others
- Participate actively in camp safety training
- Ensure Accident/Incident report forms are filled out accurately and immediately, and are given to the Camp Director

Parental Contact

- Communicating with parents/guardians if requested during the session
- Answering parents' questions on opening and closing day of each session

Staff Team

- Actively participate in staff training
- Be present and punctual for all staff meetings
- Integrate and support cabin volunteers in the cabin environment, and provide them with training as needed
- Integrate and support program staff and volunteers into the cabin 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

- 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.