

Red Oak Camp

Team Leader

Purpose of Job:

Identifying and meeting camper needs, carrying out camp activities, providing a fun and safe learning environment, and fulfilling Red Oak Camp's mission of Red Oak Camp while leading a pod of campers through daily area schedules.

Accountabilities: You will be accountable for, but not limited to:

Essential Job Functions

- Knowing the campers in your unit and helping them learn to respect the rights of others and to understand the differences and similarities of other campers.
- Guiding activities and experiences through the use of the Experiential Learning Cycle
- Follow all American Camp Association standards (as trained).
- Guiding activities and experiences through the use of planned activities and campers choice programs.
- Sharing team leadership with other staff.
- Coordinating activities with program directors and area specialists.
- Ensuring timely rotation through camp activities as scheduled.
- Assisting the camp management in helping to build good relations with parents/guardians.
- Assisting with housekeeping, sanitation, care of supplies and equipment.
- Submit all required weekly and end of season reports on time.
- Preparing for and actively participating in staff training, meetings, supervisory conferences, and formal staff evaluation.
- Assisting with daily before and after camp responsibilities as needed and scheduled.

General

- Attending and participating in pre-camp staff training and assisting in the setting up and closing of camp.
- Observing camper behavior, assess its appropriateness, enforces appropriate safety regulations and emergency procedures, and applies appropriate behavior management techniques.
- Eating with children and supervising clean up, assisting with before and after meal activities.
- Supervising CITs and young staff that may be assigned to you.
- Providing input to the Executive Director on staff and/or CITs for performance evaluations.
- Driving the camp van to transport campers or staff as needed.
- Providing written requests for any time off needed.
- Assisting with initial and end of season inventory and store equipment for safety.
- Evaluating current season and making suggestions for the following season.
- Other duties as assigned.

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Desired Qualifications

- Be at least 18 years of age with a high school diploma or GED equivalent.
- Be committed to the implementation of managing diversity and have the ability to work with people of diverse backgrounds and abilities.
- Current American Red Cross First Aid/CPR certification **(training offered on site)**.
- Ability to communicate and work with campers ages 7-17, and provides necessary verbal instruction to campers.
- Visual auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to respond in a crisis management situation.
- Demonstrated evidence of knowledge, understanding and skill in:
 - Written and verbal communication
 - American Camp Association standards (can be acquired upon employment)
 - Knowledge of the Red Oak Camp Program (can be acquired upon employment)
 - Problem solving, decision making and conflict management.
- Successful completion of fingerprinting and background check as required by Ohio law.

