



United Boys and Girls Clubs Santa Barbara County



Position Description

POSITION TITLE: Unit Leader
REPORTS TO: Program Director or Summer Camp Director
FLSA STATUS: Exempt
FULL/PART TIME: Full-Time
REGULAR/TEMP: Temporary
PREPARED DATE: March 2011

POSITION SUMMARY:

Assists directors in supervising counselors; maintains high quality and the delivery of program for all campers in unit.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ability to communicate and work with groups participating (of various age and skill levels) and provide necessary instruction to campers.
- Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to evaluate and train
- Provides guidance, leadership, and supervision for assigned counseling staff.
- Promoting and facilitating a cooperative working team relationship in the unit.
- Knowledge of policies and procedures and adherence to these.
- Is an active participant with staff and campers in planning and carrying out program activities.
- Write final report, including: Inventory & recommendations for next year including program, equipment and supplies.
- Assist in coordinating specialization with other camp activities and plans.
- Attend and actively participate in weekly staff meetings/in-services.
- Keep records, makes inventories and reports as necessary or as requested by supervisor.
- Assist in packing materials and supplies for following season.
- Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.
- Manage personal time off in accordance to camp policy.
- Maintain good public relations with campers' parents.
- Encourage respect for personal property, camp equipment, and facilities.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Interpersonal communication skills
- Minimum 21 years of age preferred; 18 year required.
- Current First Aid & CPR certification, including training on blood borne pathogens and the use of breathing devices (i.e. pocket masks).

- Responsibility, accountability, flexibility.
- Ability to observe participant behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to accept supervision and guidance.
- Ability to communicate and work with groups participating (of various age & skill level), and provide necessary instruction to campers.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program.
- Ability to perform job responsibilities during daylight and nighttime hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Unit Leaders work both indoors and outdoors, and have primary (or secondary) supervisory responsibility for campers 24 hours each day. Unit leaders are required to live on-site and be on-call 24 hours a day.

PHYSICAL DEMANDS

Camp activities include hiking, overnight campouts, active games, archery, swimming, etc and counselors must be physically able to participate in these activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift and carry 60 pounds for 200 yards over hiking trails.

Ability to perform job responsibilities during daylight and nighttime hours.

Repetitive motions of hand/wrists

Walking

Standing

Climbing stairs

Hiking on uneven terrain and up/down hills

Ability to communicate effectively in English, orally and written.

As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.

I have read, understand, and agree to the above job description.

Signature _____ Date / /