



NEIL KLATSKIN DAY CAMP

Job Descriptions & Responsibilities

PROGRAM DIRECTOR

1. Plan, direct and supervise all programs and staff within programs
2. Meet with Camp Director concerning all aspects of specific program
3. Prepare staff orientation, Camper Open House, Late Nights, Theme Days and Camper Grouping
4. Oversee parent communication
5. Monitor activities between staff, specialists and campers
6. Formally evaluate staff at least twice a season, conducting other evaluations if necessary
7. Assist in ordering supplies and equipment
8. Distribute fliers and evaluations as specified by the Camp Director
9. Evaluate season and make suggestions for the following season

UNIT HEAD

1. Supervise Staff, Campers and Activities
2. Formally evaluate staff at least twice a season, conducting other evaluations if necessary
3. Be responsible for the welfare of each individual in the unit and do all possible to solve problems
4. Communicate with campers' parents as necessary
5. Assist in the preparation of staff orientation, Camper Open House, Late Nights, Theme Days and Grouping
6. Evaluate season and make suggestions for the following season

CAMP COUNSELOR

1. Identify and meet campers needs
2. Supervise campers throughout all camp programs
3. Carry out camp programs and goals
4. Guide group and campers in participating successfully in all aspects of camp activities
5. Set positive examples for campers (be a role model)
6. Assist and participate appropriately when group is at a specialty
7. Maintain good public relations with campers and parents
8. Follow all camp rules and regulations
9. Instruct campers in emergency procedures (you can find these on page...)
10. Evaluate season and make suggestions for the following season

HEAD SPECIALIST

1. Plan, create and implement monthly, weekly and daily curriculum
2. Plan, create and implement rainy day alternatives and additional programs as needed
3. Prepare program area
4. Teach staff their responsibilities for specialty
5. Teach and monitor proper use of equipment and supplies
6. Conduct initial and end-of-season inventory and store equipment
7. Assist in packing all materials and supplies at the end of the season
8. Evaluate season and make suggestions for the following season

ASSISTANT SPECIALIST

1. Work with head specialist during staff training to set up area and program for campers
2. Assist coordination of specialty with other camp activities and plans
3. Implement monthly, weekly and daily curriculum
4. Conduct daily check of program area and equipment for safety, cleanliness and good repair
5. Teach and monitor proper use of equipment
6. Assist in conducting initial and end-of-season inventory, storing and keeping equipment in good condition

LIFEGUARD

1. Provide swim instruction to campers and send home progress reports three times during the course of the summer
2. Conduct daily check of equipment in area for safety, cleanliness, and repair
3. Supervise the activities of swimmers by enforcing rules and regulations
4. Warn swimmers of improper activities or hazards
5. Rescue persons in distress or in danger of drowning, and provide rescue breathing, CPR, and First Aid as needed
6. Notify the Aquatics Director of any accidents, rescues, or problems that have arisen
7. Enforce all safety guidelines at pool side
8. To maintain attendance during swim periods
9. Complete camper progress reports for Aquatics Director to review and send home
10. Perform various maintenance duties as directed to maintain a clean and safe facility
11. Assist in packing all materials and inventory and all supplies at end of season
12. Perform weekly skills and conditioning tests including in service trainings
13. These are not the only duties performed. Some duties may be reassigned and other duties may be assigned as required.