

# **One Heartland Job Description 2022 Camper Care Coordinator Short Term**

## **Job Summary**

Under the supervision of the Program Director, the Camper Care Coordinator(s) serve(s) as the lead professional in supporting the mental, emotional, and social health and well-being of campers and staff, including but not limited to in the areas of anxiety, behavioral supports, homesickness, hygiene, and previously diagnosed disorders. They support participants both directly (for example, meeting with a specific participant who is demonstrating difficulty adjusting to the expectations of camp life), and indirectly (for example, reviewing information provided by a participant's therapist and parent in advance and preparing their camp counselor to remind them of a particular coping skill to use). Please note that this staff member is not a therapy provider; we do not provide therapy sessions to campers, their families, counselors, or any other staff members.

This is a short-term position working one or more camp sessions (typically 7 or 14 days), and is a full-time, live-on-site position during the term of employment. Pay rate is dependent on licensure and experience, typically \$1,000 per week, with room and board provided.

## **Principal Responsibilities & Essential Functions**

- Prior to camp session:
  - Attend orientation and familiarize self with camp policies, protocols, and paperwork/documentation
  - Familiarize self with individual campers' relevant health information to prepare for the session
  - Communicate with other staff as needed to discuss upcoming campers and any relevant specific mental, emotional, or behavioral/social health needs and/or plans
- Serve as a lead professional in supporting the mental, emotional, and social health and well-being of campers and staff, including anxiety, behavioral supports, homesickness, hygiene, and previously diagnosed disorders
- Support other staff in the development of necessary tools and skills to help provide positive camper care and outcomes as related to mental, emotional, and social health and well-being
- In collaboration with the full-summer professional, complete a detailed review of camper behavioral health paperwork, with organized and resourceful notes, for counselors and the future session's Camper Care Coordinator to review at least one session ahead of camper arrival (so that proper time is given to understand any needs or behavioral management plans)
- Participate as an active member of the camp community and support staff on an ongoing basis regarding camper behavior as it relates to their mental, emotional, and social health and well-being
- Collaborate with other staff to foster a culture of inclusion, wellness, and compassion
- Maintain accurate records of interactions with all campers and staff
- Act in cases of urgency or emergency in alignment with camp policies and procedures, and individual level of training/scope of practice
- Work as part of the overall staff team, including assisting with and participating in staff meetings, communicating with directors and peers about the wellness and development of staff/counselors/campers, be available and "on-call" via the use of a radio, and supporting general logistics, such as assisting with camper arrival and departure or camp clean-up at the end of a session

- Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
- Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff

### **Qualifications**

- Relevant work experience with children & young people ages 7-17 (some sessions have a smaller age range)
- Graduate degree and license in a mental health profession (such as clinical social work)
- Knowledge and experience with trauma informed practices & the impact of trauma on youth behavior
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Organized, logistically minded, participant-focused, and safety conscious
- Strong interpersonal communication/relational skills when working with children, young adults, parents/caregivers, and other professionals
- Ability to effectively support diverse camper groups
- Ability to collaborate and communicate effectively with peers
- Ability to think critically and act swiftly in high stress situations
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS) and most importantly a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Commitment to active inclusion and making sure everyone feels welcome and celebrated
- Commitment to stewardship and conservation by using resources effectively and efficiently

### **Preferred Qualifications**

- Documented prior work or volunteer experience with communities we work with (LGBTQ+, HIV/AIDS)

### **Physical Requirements**

- Must be able to tolerate prolonged work hours
- Must be able to move about camp indoors and out and work in outdoor weather conditions
- Must be able to tolerate exposure to crowds and high noise levels
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess both physical and mental strength, endurance, and composure required to support campers
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.