

One Heartland Job Description 2022 Unit Head

Job Summary

Under the supervision of the Summer Camp Coordinator, Unit Heads are the leaders of each unit at camp. Units are a cluster of 3-7 cabin groups, with about 8 campers and 2 staff in each. Unit Heads serve as resources and hands-on supervisors to the counselors in their unit actively navigating camper dynamics in the cabin, in order to ensure the best possible outcome and experience for each camper. They work closely with other members of the supervisory team to coordinate and support the logistics of camp life.

This is a full-time, live-on-site, summer seasonal position paying \$600 per week, with room and board provided.

Principal Responsibilities & Essential Functions

- Attend, plan, and facilitate training sessions during staff orientation geared towards the development of safe, fun, inclusive, and equitable camper outcomes and experiences
- Provide ongoing observation (through active participation), support, coaching, feedback, and training to Lead Counselors and Counselors regarding their performance, growth, and ability to meet camper goals and outcomes
- Support Counselors in planning and facilitating cabin group activities, including those aimed towards building community, nighttime rituals and reflections before lights out in the evening, and productive use of transition time
- Act as the primary/first-level support to all staff in the unit in addressing conflicts or concerns
- Ensure appropriate, accurate, and timely documentation and communication of participant related concerns, including by Counselors/Lead Counselors they supervise
- Act in cases of urgency or emergency in alignment with camp policies and procedures, including directing others
- Plan and facilitate meetings or other information sharing opportunities as well as ongoing trainings for staff in the unit and assist with planning and facilitating all-staff meetings
- Work together with other members of the supervisory team to coordinate scheduling, camper arrival and departure days, and other logistics of camp life, including ensuring appropriate camper supervision, providing staff with appropriate daily breaks, staff time off coordination, and staff appreciation
- Attend and participate in supervisory staff meetings, communicate 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 support other team members and projects as needed
- 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
- Work together with other staff to ensure assigned program areas and equipment are safe for use
- Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff

Qualifications

- Experience with youth ages 7-17
- 1+ summers of prior experience in a camper-focused role in a sleepaway camp setting
- Current First Aid/CPR/AED certification (course available during staff orientation)
- Experience using a strengths-based and/or collaborative approach to behavior management in a classroom, camp, or other youth services setting
- Ability to direct a team, including delegating tasks
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Highly organized, logistically minded, participant-focused, and safety conscious
- Strong interpersonal communication/relational skills, particularly as related to the ability to effectively teach, direct, supervise, coach, and support other staff and diverse camper groups
- 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

- Experience in some of the following camp program areas: High/Low Ropes Courses & Climbing Wall, Archery/Slingshot, visual and performing arts, general outdoor skills/nature, bicycling, teen leadership development, swimming, canoeing, fishing
- Prior work experience in a supervisory role
- Prior experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS)
- Experience and/or training in trauma-informed approaches to youthwork or education
- Experience and/or training in restorative practices

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 strength, endurance, and composure required to maintain constant supervision and support to 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.