

## **One Heartland Job Description Camper Care Coordinator - Full Summer**

### **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 participants and staff, including areas such as (but not limited to): 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 with a particular coping skill to remind them to use).

This is a full-time, live-on-site, summer seasonal position with room and board provided. Pay rate is dependent on qualifications and experience, ranging from \$850 - \$1,000 per week, with room and board provided. Please note that this staff member is not a therapy provider; we do not provide therapy sessions to participants, their families, counselors, or any other staff members.

### **Principal Responsibilities & Essential Functions**

- Orientation Duties
  - Attend and facilitate training sessions during staff orientation addressing the development of safe, fun, diverse, inclusive, and equitable participant outcomes and experiences
- Duties Prior to Each Camp Session
  - Review participant behavioral health paperwork and communicate with other staff, parents/caregivers/participants, and/or out-of-camp behavioral/mental health providers if additional information is needed or questions/concerns arise
  - Communicate with Counselors and cabin staff prior to each session to share information about upcoming participants and any relevant specific support needs or behavioral support plans to be implemented, in order to support participant's overall safety and well-being during the camp session, and maintain upkeep of relevant documentation
  - Assist in orienting the short-term Camper Care Coordinator as applicable to job duties, policies/procedures, and relevant staff and participant support needs.
- During Active Camp Session/Ongoing Duties
  - Participate as an active member of the camp community and provide ongoing observation, support, consultation and coaching to staff regarding their ability to support the mental, emotional, and social health and well-being of the participants in their care.
  - Work closely with the additional Camper Care Coordinator (if applicable) to provide safe, effective, appropriate, and efficient support to participants and staff as it relates to their emotional and mental well being
  - Develop ongoing formal and informal training opportunities that give staff the necessary tools, skills, and resources to provide positive participant care and outcomes as related to mental, emotional, and social health and well-being
  - Act in cases of urgency or emergency in alignment with camp policies and procedures and individual level of training/scope of practice
  - Collaborate with other staff and/or intervene as appropriate during moments when participants have an acute need for a higher level of support
  - Communicate and collaborate with parents/guardians/caregivers and participants' out-of-camp behavioral/mental health providers as needed to support the well-being of participants
  - Ensure appropriate, accurate, and timely documentation and communication of participant related concerns, including referral to medical staff or supervisor
  - Actively foster and contribute to an environment centered around safety, inclusion, equity, wellness, and compassion
  - Work as part of the overall staff team, including attending and participating in staff meetings, communicating with supervisor and peers about the wellness and development of staff and

participants as appropriate, being available and “on-call” via the use of a radio, assisting with participant arrival and departure, and supporting other team members and projects as needed, such as assisting with clean up after meals or helping prepare camp for the next group of participants

- 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 prior experience with children & young people ages 7-17
- Graduate degree and licensure in a mental/behavioral health profession (such as clinical social work) OR equivalent combination of education, training, and experience in a mental/behavioral health profession, including relevant prior experience with the communities we work with (may include some students and/or licensure candidates)
- Knowledge and experience with trauma informed practices & the impact of trauma on youth behavior
- Adaptable, able to problem-solve, participant-focused, and safety conscious
- Strong interpersonal communication/relational skills, particularly as related to the ability to work with children, young adults, parents/caregivers, and other professionals
- Ability to think critically and act swiftly in high stress situations
- Ability to effectively teach, supervise, guide, and support groups of youth and staff of various ages, backgrounds, abilities, and experiences
- Ability to collaborate and communicate effectively with peers
- Ability to maintain confidentiality regarding organizational, staff, and participant information
- Commitment to stewardship and conservation by using resources effectively and efficiently
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) along with a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism

## **Preferred Qualifications**

- Documented work or volunteer experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused)
- Current First Aid/CPR/AED certification, including pediatric skills (course available during staff orientation)

## **Physical Requirements**

- Must be able to thrive in an environment with regular exposure to crowds and high noise levels
- Must be able to withstand prolonged work hours, including occasional unexpected sleep disruptions to address needs that may arise in the middle of the night
- Must be able to move about camp indoors and out and work in outdoor weather conditions
- Must be able to assist participants in an emergency and possess both physical and mental strength, endurance, and composure required to support staff and participants
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Working as a member of the One Heartland team is a unique, exciting, and demanding opportunity. Fostering our community requires hard work, long hours, and significant commitment. Staff must maintain high levels of energy, patience, professionalism, and compassion. This intense work requires stamina and dedication. The result is an incredibly rewarding job transforming the lives of young people, families, and often one another, too.

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.