

One Heartland Job Description Unit Head

Job Summary

Under the supervision of the Summer Camp Coordinator, Unit Heads oversee each unit at camp. Units are a cluster of 3-7 cabin groups, with about 8 youth participants and 2 staff in each. Unit Heads serve as resources and hands-on supervisors to the Counselors in their unit, in order to help ensure the best possible outcome and experience for each participant. They work with other members of the supervisory team to coordinate and support general logistics and provide on-going informal and periodic formal feedback to Counselors. 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 and facilitate training sessions during staff orientation addressing the development of safe, fun, diverse, inclusive, and equitable participant outcomes and experiences
- Support Counselors in planning and facilitating activities for the group, including those aimed towards building community, nighttime rituals and reflections before lights out in the evening, and productive use of transition time between activities
- Responsible for directly supervising counselors, including (but not limited to): daily check ins, informal positive and constructive feedback, support during difficult or emergency situations, and providing input and direction about creating and executing activity plans in order to meet participant goals and outcomes
 - Formal feedback will include a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer. The person in this position is responsible for filling out feedback forms for each staff member they supervise and providing information to the Program Director and Summer Camp Coordinator about job performance and recommendation for rehire.
- Plan and facilitate meetings or other information sharing opportunities as well as ongoing training for the staff in the unit and assist with planning and facilitating all-staff meetings
- Ensure all documentation, inspections, and organization of program areas overseen is completed
- Ensure appropriate, accurate, and timely documentation and communication of participant related concerns (including by Counselors/Lead Counselors they supervise), including referral to healthcare staff or supervisor
- Act in cases of urgency or emergency in alignment with camp policies and procedures, including directing others
- Work together with other members of the supervisory team to coordinate and support general logistics, including attending and participating in supervisory staff meetings, communicating with supervisors and peers about the wellness and development of staff and participants, being available and “on-call” via the use of a radio, coordinating staff appreciation and recognition initiatives, 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
- Communicate with other members of the supervisory team to ensure appropriate trained and certified staff coverage is present for all programs, staff receive appropriate daily breaks, and staff are prepared and have the resources needed to lead quality activities as scheduled
- 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 in a non-peer role
- At least one summer of experience as a counselor, or similar participant-focused role, in a youth overnight camp setting **OR** other relevant work experience as it pertains to meeting the responsibilities and essential functions of the position
- Ability to address both staff and participant conflicts, concerns, and questions in an equitable and developmentally appropriate manner
- Current First Aid/CPR/AED certification, including pediatric skills (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
- Organized, participant-focused, and safety conscious
- Strong interpersonal communication/relational skills and the ability to lead a team, including providing constructive feedback in a timely and professional manner
- Ability to effectively teach, direct, supervise, guide, and support staff and groups of youth of various ages, backgrounds, abilities, and experiences
- 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

- Experience or certification in one or more of the following camp program areas: high/low ropes courses & climbing wall, archery/slingshot, visual or performing arts, outdoor skills and nature, sports (such as biking), large-group games, swimming, canoeing, fishing, teen leadership development, and HIV/AIDS and/or LGBTQ+ specific programming
- Prior experience in a supervisory role
- Prior work or volunteer experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused)
- 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 thrive in an environment with regular exposure to crowds and high noise levels
- Must be able to withstand prolonged work hours
- 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 (fire, evacuation, illness, or injury) 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.