

Black Bear Lake Day Camp

JOB DESCRIPTION - GROUP LEADER

Desired qualifications and experience: previous camp experience; former BBL camper; experience with children; high school graduate

Responsible to: Division Leader and Assistant Division Leader

Responsibilities:

I. OVERALL RESPONSIBILITIES

- A. Take a daily attendance each morning.
- B. To check in campers each period after electives.
- C. To be either a permanent assistant or club specialist during electives.

II. GROUP ACTIVITIES

- A. To actively participate with the children during group periods, such as swim, lunch and special events.
- B. To ensure campers are participating in swim instruction and following through with the Division Leader.

III. PERMANENT ASSISTANT

- A. During your group's elective periods, you will choose one activity to be assigned to all summer. For example, you can choose to be a permanent assistant at the boating dock or help put on the drama shows.
- B. You may be assigned to another elective area if we need help at other activities. However, you should expect to be assigned to your permanent assistant activity most of your elective periods.

IV. CLUB SPECIALIST

- A. If you choose to teach an activity like Lacrosse or Jewelry Making, you should expect to teach it during your group's elective periods all summer.
- B. You will plan your program prior to the summer with the camp's help, including sample projects and supply lists. Plan to meet with the director once or twice prior to the summer to finalize your plans.

V. OTHER ITEMS

- A. On rainy days, you should plan to assist campers under the tents with board games and special events.
- B. You are required to stay for your division's late night activity and Parent Night.**

Essential Functions: Able to possess strength and endurance required to maintain constant supervision of campers; relate to the needs and emotional growth of the individual camper; ensure the safety of every camper

Black Bear Lake Day Camp

JOB DESCRIPTION – Counselor

Desired qualifications and experience: previous camp experience; former BBL camper; experience with children; entering 11th or 12th grade in September.

Responsible to: Division Leader and Assistant Division Leader

Responsibilities:

I. OVERALL RESPONSIBILITIES

- A. Assist in checking in campers each period after electives.
- B. To be a bus counselor.
- C. Assist specialists during elective periods.

II. GROUP ACTIVITIES

- A. To actively participate with the children during group periods, such as swim, lunch and special events.

III. BUS COUNSELOR

- A. Greet parents and campers as they get on bus.
- B. Take attendance as campers board bus, and ensure that they are seated and have their seat belts buckled (in morning and afternoon).
- C. Assist bus driver in supervising campers and keeping order while on bus.
- D. Immediately contact camp if there is an accident
- E. Escort lower campers to and from the bus at camp.
- F. Engage campers in Fun on da Bus activities.

IV. OTHER ITEMS

- A. On rainy days, you should plan to assist campers under the tents with board games and special events.
- B. You are encouraged (but not required) to attend Parent Night; however you may need to ride the bus home as a bus counselor.**

Essential Functions: Able to possess strength and endurance required to maintain constant supervision of campers; relate to the needs and emotional growth of the individual camper; ensure the safety of every camper.

Black Bear Lake Day Camp

Job Description - Waterfront Staff/Lifeguards

Desired Qualifications and Experience: certified lifeguard; experience working as a lifeguard; previous camp experience; experience with children

Responsible to: Pool Supervisor, Asst. Pool Supervisor and/or Directors

Responsibilities:

I. Detail Responsibility During the Summer

-Guards will have pool and lake daily pre-camp assignments and after-camp pool and lake closing assignments. These assignments will include emptying skimmers, sweeping the deck, picking up items left by campers, organizing lake life jackets and oars. Assignments will be made by the Pool Supervisor.

-Swim lessons will be given to the campers each morning based on a schedule setup by the Pool Supervisor.

-Lifeguard at either the pool or lake based on a schedule setup by the Pool Supervisor

-Lifeguard at the pool 1 or 2 late nights as assigned by the Pool Supervisor.

-Prepare swim lesson cards to be mailed to campers several times during the summer. These cards will be reviewed by the Pool Supervisor.

II. Rain or Cold Day Activities

-During rain days the pool staff will be assigned by the Director to assist with the campers in an area inside the buildings or at the tent.

-During cold days activities will be done outside the pool that relate to swim lessons.

III. Parent Night

-**Parent Night** is scheduled from 4:00 PM to 8:30 PM. Parents arrive starting at 5:00 PM and will be invited to our campus to join in the activities and watch the show. Parents and campers will be allowed to go swimming and boating throughout the entire Parent Night.

-Pool staff will guard both at the Pool and/or Lake. In addition, pool staff will prepare the pool and pool area for Parent Night.

Essential Functions: Supervise campers at pool and/or lake at all times; ensure safety of campers and staff at pool and lake; assist in handling emergencies as necessary

Black Bear Lake Day Camp

Job Description - Waterfront Staff Supervisor

Desired qualifications and experience: certified lifeguard; WSI certification; past camp experience; experience working with children; supervisory or leadership experience

Responsible to: Directors

Responsibilities:

I. Overall Goals

1. To formulate an eight week pool operation plan including detail schedules for managing the pool staff, swim lessons and free swim. The pool operation plan is to be completed prior to Staff Orientation based on a time table setup through discussions with the Director.
2. To design a program with swim lesson skill assignments for Swim Instructors, Group Leaders and Counselors.
3. To assist with the setup of the pools prior to Staff Orientation. Pool setup will include preparing a schedule of pool staff assignments related to the operation of the pools and review of the pool chemicals and equipment.
4. To plan summer swim tournaments and pool special events including prizes and awards.
5. To review all swim cards prepared by the pool staff during the summer and to ensure they are sent home in an organized manner.

II. Detail Responsibility Both Prior To and During the Summer

1. Prepare a detailed assignment schedule for the following:
 - Pool and lake daily pre-camp day opening assignments and daily after-camp day closing assignments
 - Swim lesson assignments for the pool staff
 - Swim team assistant assignments for the pool staff
 - Swim lesson location assignments for camper groups
 - Life guarding assignments both at the pool and lake ensuring proper break-time is included
 - Life guarding assignments for the one day a week pool staff is required to work until 5:00 PM and one late night
2. Review swim lesson cards to be given to campers during the summer
3. Assist in updating the Pool Staff training manual, prepare handouts and plan the day's activities for the training
4. Assist in ensuring that pool staff adhere to the assignments schedule and complete all assigned tasks
5. Assist in monitoring swim lessons given by pool staff to ensure the highest possible quality is achieved
6. Plan for an Upper and Lower camp swim team including placement tryouts, training and Pool Staff assistance assignments. In addition, to help manage the swim team workouts and training (one to two periods a day during the normal camp day)
7. Assist in giving swim lessons or lifeguard if the need arises during the summer

Essential Functions: Supervise campers and staff at pool/lake at all times; ensure safety of campers and staff at pool and lake; assist in handling emergencies as necessary

Black Bear Lake Day Camp
JOB DESCRIPTION – DIVISION LEADER

Desired qualifications and experience: previous camp experience; experience with children; certified teacher; experience in a leadership position

Responsible to: Directors

Responsibilities:

I. OVERALL RESPONSIBILITIES

- A. Take a daily attendance each morning of Group Leaders and Counselors assigned to their division
- B. Supervise the Group Leaders and Counselors assigned to their division at all times.
- C. Ensure the general safety and fun experience of the campers in their division.
- D. Assist with preparation and execution of the events/contests run during morning and afternoon Line-Up, Lunch, and Group Elective periods.

II. MEETINGS AND PARENTS

- A. Attend morning and afternoon meetings with directors to discuss activities, events, problems, etc.
- B. Call parents for reasons listed in the Division Leader Handbook (EX: new camp families, discipline problems)
- C. Review Group Leader letters to the parents.
- D. Assist in planning and organizing Parent Night, and monitor staff during Parent Night

III. OTHER ITEMS

- A. Closely monitor the progress of campers that begin camp after the first week.
- B. Complete evaluation for staff members in their division at least once during the summer.
- C. You are required to attend your division's late night activity and Parent Night.

Essential Functions: Able to monitor campers and staff in their division throughout the day; organize parent contact information; coordinate division events throughout the day

Black Bear Lake Day Camp
JOB DESCRIPTION – ASSISTANT DIVISION LEADER

Desired qualifications and experience: previous camp experience; experience with children; certified teacher; experience in a leadership position

Responsible to: Division Leader and/or Directors

Responsibilities:

I. OVERALL RESPONSIBILITIES

- A. Assist in taking a daily attendance each morning of Group Leaders and Counselors assigned to their division
- B. Assist in supervising the Group Leaders and Counselors assigned to their division at all times.
- D. Ensure the general safety and fun experience of the campers in their division.
- E. Assist with preparation and execution of the events/contests run during morning and afternoon Line-Up, Lunch, and Group Elective periods.

II. MEETINGS AND PARENTS

- B. Attend morning and afternoon meetings with directors to discuss activities, events, problems, etc.
- E. Call parents for reasons listed in the Division Leader Handbook (EX: new camp families, discipline problems)
- F. Assist in reviewing Group Leader letters to the parents.
- G. Assist in planning and organizing Parent Night, and monitor staff during Parent Night

III. OTHER ITEMS

- D. Closely monitor the progress of campers that begin camp after the first week.
- B. You are required to stay for your division's late night activity, the camping sleepover, and Parent Night.**

Essential Functions: Able to monitor campers and staff in their division throughout the day; organize parent contact information; coordinate division events throughout the day

BLACK BEAR LAKE DAY CAMP JOB DESCRIPTION - CAMP NURSE

Desired qualifications and experience: licensed LPN or RN, experience working with children

Responsible to: Directors

Responsibilities:

I. Before Camp Begins

- A. Review medical forms of all campers and staff attending camp. Contact parents to discuss any problems, medications, or missing information.
- B. Assist in setting up the infirmary.
- C. Help plan and conduct awareness training session as part of staff orientation.

II. During Camp

- A. Collect prescription and over the counter medications from campers.
- B. Perform professional nursing services including administering first aid and emergency treatment to campers and staff, making determinations of the level of medical care necessary for sick or injured students; contacting parents regarding campers' medical care; dispensing prescription and over the counter medications according to a physician's specific or standing order; maintaining student and employee medical forms; and working closely with the director for information and referrals.
- C. Keep a log of all camper and staff visits, and dispensing of medications, including time, date and purpose of visit.

III. Closing Camp

- A. Keep an inventory and oversee secure storage for first aid and related health supplies. Create an order for the upcoming summer.
- B. Return all medications home with campers appropriately labeled.

Essential functions:

Able to oversee dispensing of prescription and OTC medication that campers have brought to camp; able to screen and treat camper and staff illnesses and injuries, make referrals and act as liaison to nearby clinics, physician's offices, and/or hospitals; able to handle any emergencies in accordance with camp policies; able to review camper medical forms

BLACK BEAR LAKE DAY CAMP

JOB DESCRIPTION -SPORTS COACH

Desired qualifications and experience: Has played on an organized sports team for the sport for which he/she is being hired; experience coaching; experience working with children; certified teacher

Responsible to: Program Director, Athletic Director and/or Directors

Responsibilities:

I. Overall Goals

- A. To plan an eight week program of sport skills and fun games **when hired**.
- B. To have campers develop measurable skills.
- C. To design a program with skill assignments for Group Leaders, Counselors, and CITs.
- D. To plan tournaments with fun awards.
- E. ALL PLANS MUST BE FULLY DEVELOPED BEFORE CAMP. You should expect to meet with the Programming Director 1 or 2 times to review and finalize the program.

II. Skill Stations and Lead Up Games

- A. We emphasize skill stations and lead-up games because they teach skills in an exciting way. You should prepare **enough skill stations and lead-up** games to keep your program exciting and fun. You can do most of your preparation based on research at the library, discussions with other coaches, and your own past experience.
- B. All stations and games should be **age appropriate** and **sex appropriate**, if necessary. In addition, they should also have advancing levels from beginner to mastery.
- C. Each week you should also incorporate a fun or exciting activity to keep the campers **motivated** - for example, divide the group in half & have each half come up with a cheer, bring in gatorade on a really hot day, set up a bulletin board to post tournament scores.

III. Equipment

- A. You must complete a schedule for **all** equipment you will need for your program. We will provide you with some equipment catalogues, we will do the actual ordering.
- B. Try to use as much visual equipment at each skill station as possible, to make it more exciting and stimulating to the campers.

IV. Other Items

- A. Parents will be invited to our campus to join in activities on Parents Nights. Staff must remain on campus during set-up time. You must set up your area, including displaying all equipment. During the evening, you should plan to stay at your area to meet and talk to parents. Many times, parents will want to play in a game or activity with their children.
- B. On Rain Days, you will meet your campers under the tent at an assigned table where you will take attendance. You will then assist them in playing board games or a special event like a giant bingo game.

Essential Functions: Able to prepare and manage an activity program during the camp season, to ensure the safety of each camper, to teach competency and enjoyment in their specific activity area

Black Bear Lake Day Camp

Job Description -Performing Arts Specialist

Desired Qualifications and Experience: certified teacher; experience with children; has participated in performances (which corresponds to position being hired for)

Responsible to: Program Director and/or Directors

Responsibilities:

I. Overall Goals

- A. To plan an eight week program that is fun and enjoyable **when hired, including the show for Parent Night.**
- B. To design a program with skill assignments for Group Leaders, Counselors, and CITs.
- C. To decorate and prepare classroom with costumes, props and sets prior to Staff Orientation.
- D. ALL PLANS MUST BE PREPARED BEFORE CAMP, including music tapes, scripts, and choreography for both the camp shows and the weekly program.
- E. You should expect to work at home on your program and to meet with the Programming Director 1 or 2 times to discuss your program and supplies list.

II. Weekly Program

- A. Each week should focus on a specific type of performance, for example - stand up comedy or puppetry. A type of performance may repeat itself; however the activities should be different, so that a camper could take it both weeks and learn different skills.
- B. You should prepare enough routines, skits and games that you will teach the campers each week, so that they will be busy from Monday through Friday, for a 40 minute period each day. All plays, skits and sheet music should be copied prior to the start of camp and each camper must have their own copy.
- C. All routines must be **age appropriate**, if necessary, and should reflect what is "cool" for that age group. In addition, all classes are **coed**, so the projects must appeal to both boys and girls.
- D. Each week should also incorporate a fun or exciting activity to keep the campers **motivated** - for example, putting on a quick skit or performance for Friday line-up.

III. Equipment and Supplies

- A. You must complete **Maintenance Request Form** for **each week**. All costumes, sets and props should be prepared before the start of camp.
- B. We will provide you with a budget and catalogues to help you with ordering; however we will do the actual ordering.
- C. You will shop for any supplies that need to be purchased locally, at a crafts store or at a discount warehouse.

IV. Parents Night

- A. Parents will be invited to our campus to join in the activities on Parent Night.
- B. During Parent Night, the camp will put on a full Broadway Show. You will either assist or be in charge of the production, including rehearsal, prop & set design, and costume design. This may include some overtime after camp to make sure everything is completed, depending on how much was done prior to the summer.

Essential Function: Able to prepare and manage an activity program during the camp season, to ensure the safety of each camper, to teach competency and enjoyment in their specific activity area.

Black Bear Lake Day Camp

Job Description -Creative Arts Specialist

Desired Qualifications and Experience: certified teacher; experience with children; has art experience (which corresponds to position being hired for)

Responsible to: Program Director and/or Directors

Responsibilities:

I. Overall Goals

- A. To plan an eight week program that is fun and enjoyable **when hired**.
- B. To design a program with skill assignments for Group Leaders, Counselors, and CITs.
- C. To decorate and prepare classroom with supplies and sample projects prior to Staff Orientation.
- D. ALL PLANS MUST BE PREPARED BEFORE CAMP, including supply lists for the weekly program and a sample project for each week.
- E. You should expect to work at home on your program and to meet with the Programming Director 1 or 2 times to discuss your program and supplies list.

II. Weekly Program

- A. Each week should focus on a specific project. A type of project may repeat itself; however the activities should be different, so that a camper could take it both weeks and learn different skills.
- C. You should plan accordingly so that Campers will be busy from Monday through Friday, for a 40 minute period each day.
- C. All projects must be **age appropriate**, if necessary, and should reflect what is "cool" for that age group. In addition, all classes are **coed**, so the projects must appeal to both boys and girls.

III. Equipment and Supplies

- D. You must complete **Maintenance Request Form** for **each week**.
- E. We will provide you with a budget and catalogues to help you with ordering; however we will do the actual ordering.
- F. You will shop for any supplies that need to be purchased locally, at a crafts store or at a discount warehouse.

IV. Parent Night

- A. Parents will be invited to our campus to join in the activities on Parent Night. All Specialists are required to attend.

Essential Function: Able to prepare and manage an activity program during the camp season, to ensure the safety of each camper, to teach competency and enjoyment in their specific activity area.