



Camp Idlewild of Florida

Group Leader

Job Description

Job Requirements

- 18 years of age or completion of one year of college.
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values, which include camaraderie, appreciation, possibility and safety.
- Be flexible with the changing needs of the program.
- Previous camping, education and/or childcare experience preferred.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are hired for the duration of our summer program. The time commitment is late June to early August.

Job Summary

The group leader position is responsible for overseeing the logistics and daily operations of one group of campers and staff. The group leader is expected to function as a leader and role model for all staff, volunteers and campers, and will work closely with all staff to support any camper needs that may arise. Group leaders should be able to demonstrate previous leadership experience and strong organizational, communication and teamwork skills.

Job Responsibilities

- Review and become familiar with the job responsibilities of cabin leaders and camp counselors. Fill in during counselor time-off periods as needed to maintain safe camper-staff coverage ratios.
- Collaborate with day camp counselor to create a positive group environment of communication, support and inclusivity. Work closely with day camp counselor regarding roles and responsibilities within the group.
- Support the planning and implementation of cabin, group and all-camp programming with other staff.
- Consult with the program director or program specialists with regard to program-related matters.

- Organize time off for all group staff and ensure that all staff is taking appropriate time off.
- Oversee the inclusion and support of volunteers during each session.
- Work closely with group staff and volunteers to provide camper behavioral interventions, and communicate all relevant information to camp director or behavior support in a timely manner.
- Clearly review with each counselor in the group their personal goals, objectives and progress throughout the summer. Provide frequent feedback, scheduled check-ins and written evaluations.
- Make sure all camper-related paperwork (camper reports, behavior reports, incident reports, LIT evaluations) is completed and submitted at the end of each session.
- Fully participate in group leader orientation, all staff orientation, all staff meetings and any additional required meetings. Assist in the facilitation of trainings and meetings as needed.
- Be willing to request help, advice and feedback from peers or support staff. It truly takes a village!
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Be familiar with and help carry out any and all safety and emergency policies and plans on a regular basis, as deemed necessary by the executive camp director, camp director and assistant camp director.
- Attend all staff meetings and perform any other duties deemed necessary by the executive camp director, camp director and assistant camp director.

Reports to:

The group leader is directly responsible to the Day Camp Director.

Modified February 16, 2018