



Camp Idlewild of Florida

Cabin Leader Job Description

The Cabin Leader will further the mission of Camp Idlewild by relating positively to campers and looking after their day-time and night-time needs; to guide the work of counselors assigned to a specific camp cabin, to accompany and encourage campers through their schedule of activities; to welcome cabin volunteers each week and empower them as members of the camp team; to take the lead on any camper behavior support issues.

Job Responsibilities - General

- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including ensuring campers are aware of and understand the safety rules at all times
- Attend and participate in all trainings, meetings, and planning sessions
- Integrate and support volunteers at camp and provide them with guidance as needed
- Provide behavior support to campers including regular and positive feedback for achievements; support group issues, and be aware and sensitive of campers fears and concerns
- Ensure camp property is respected
- Be punctual in following the schedule
- Ensure cabins and living spaces are clean and tidy at all times
- Participate in camp set up and clean up for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Abide by and comply with all policies and procedures as listed in the staff contract and manual

Job Responsibilities - Specific

- Ensure all cabin activities reflect the mission, vision and values of Camp Idlewild
- Ensure that the cabin is a physically and emotionally safe environment at all times
- Know where the campers in your cabin are at all times and report missing campers immediately

- Assist campers with personal care as needed, including but not limited to assisting campers in the restroom (visual & verbal prompts as required) changing bedding, and washing camper clothes
- Coordinate all camper and cabin counselor schedules, rest hour duties, night watch, cabin meetings, and planning for all activities, including cabin clean-up, teambuilding, and evening wrap-up
- Integrate cabin volunteers and program staff in the cabin environment; provide volunteers with guidance as needed
- Ensure campers follow a regular daily routine, including morning and bedtime routines and meal timeliness
- Actively assist program staff and volunteers during activity blocks, and ensure that campers follow the instructions and safety procedures at all times
- Actively facilitate friendships between campers, and handle group issues in a fair and age appropriate manner
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately
- Facilitate unscheduled "free" times and down-time activities
- Ensure all cabin/camper paperwork is completed on time and professionally
- Be familiar with all camper information available to support successful participation
- Other duties as assigned

Qualifications

- Passion for the Camp Idlewild mission
- Age 19 years old, or older
- Must be available between June 1 and August August 8th, 2020
- Previous experience working with children and/or special needs populations
- Strong collaboration and team building skills
- Well-developed communication skills

Special Conditions

This is a residential position. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.

Essential Functions

Camp Idlewild camp staff will be expected to:

- Be able to identify emergency situations

- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include calling for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Facilitate, demonstrate and participate in camp activities as you supervise and instruct campers.
- Be prepared to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) in program areas. This may require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Maintain the strength and stamina to provide consistent supervision of campers for the duration of the season. Regular rest and nutrition will be necessary to meet this requirement. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

Reports To

The Cabin Leader reports directly to the Assistant Camp Director and/or Camp Director

Modified November 22, 2019