



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Unit Leader Job Description

(Children's Summer Therapy Camp Session)

The Unit Leader is a key figure in the Bay Cliff Health Camp summer session. There are five housing units for the campers at Bay Cliff. A Unit Leader is responsible for the welfare and activities of their unit. The counselors act under their direction. The Unit Leader sets standards and provides overall supervision for all staff and children in the unit.

RESPONSIBLE TO: Children's Services Director, Therapy Director, Executive Director

GENERAL RESPONSIBILITIES

1. A Unit Leader needs to know, as well as possible, the children in their unit. They should be familiar with the history of the child with special reference to the physical and emotional needs of the camper. This understanding of the child is important for two reasons: the Unit Leader must know the special needs of the individual camper to help plan effectively for the child's camp life, and the Unit Leader must know the child well to guide their counselors in the care of the child.
2. A Unit Leader must share the planning for each child with the child's counselor and must be familiar with the work of the counselor in achieving the goals set. (Refer to Counselor Job Description.)
3. The goal of the Unit Leader should always be the development of the camper's potential in all areas. This means working closely with therapists and activity staff members and following with a positive attitude in the all-camp program.
4. One of the most important responsibilities of a Unit Leader is the standards of leadership and behavior they set for themselves and their counselors. The Unit Leader is in the best possible position to make life at Bay Cliff a rewarding and happy experience for their staff. The Unit Leader should support and enforce the rules and regulations of camp life and should expect the same behavior from the staff in their charge.
5. A Unit Leader is the resource person for their staff of counselors. They are also able to handle any problems arising within their own unit, but are able to call on the office for help when needed. Counselors discuss problems with their Unit Leader first, and then come to the office for help only when a solution is not available at the Unit Leader level.

PRE-CAMP

1. Review camper files and record pertinent information (health/medical data, physical restrictions, medications, goals, interests, recommendations of referral professionals, etc.) Forms are available.
2. Assign campers to cabin groups, keeping in mind age, needs & abilities.
3. Get to know your counselors and assign them to cabin groups based on their personalities, goals and interests. Inform the counselors of important camper data (health/medical data, etc.) which will be of value to them when living and working with their campers.
4. Discuss/clarify your role to counselors – use this as a guide if necessary.
5. Assist in preparation of therapy and activities schedules. Be mindful of possible time conflicts between therapies and activities.
6. Attend all camp orientations with your unit, and provide orientation information specific to your unit.
7. Prepare a rest counsel schedule and days-off calendar for the unit.
8. Recommend, to the Camp Administration, counselors for the position of Assistant Unit Leader.

TYPICAL DAY

1. Attend staff breakfast meeting. Record important information and announcements. Relay pertinent information to unit staff at unit meeting after breakfast.
2. Throughout the day, coordinate activities between the unit and the rest of the camp. Advise counselors, answer questions, work out solutions to problems and help plan activities within the unit.
3. Keep camp administration informed about the campers & counselors in your unit. Attend meetings as called by the Executive Director, Children's Services Director, Therapy Director, or Activities Director.
4. Act as the liaison between office, therapy, activity & auxiliary departments and your unit.
5. Return phone calls to camper parents in a timely manner.
6. Check cabins for order and cleanliness. Record "Honor Cabin" winners.
7. Camper mail: distribute, making note of campers who do not receive mail.

8. Assist in unit supervision and take over cabin group if situation arises when a counselor may require unscheduled time off.

END OF CAMP

1. Read, condense, organize, edit and/or add information to camper's progress reports written by the counselors. Collect journals and turn them in to the Children's Services Director.
2. Write evaluations of unit staff.
3. Complete an exit interview with the camp administration.
4. Make recommendations for the following year.

ALL STAFF ARE RESPONSIBLE FOR CLEANING THEIR DEPARTMENTS AND LIVING QUARTERS AT THE BEGINNING OF CAMP, DURING THE SUMMER, AND AT THE END OF CAMP.

Revised 1/18/2019 by JTW