
SPECIALIST JOB DESCRIPTION

You will be responsible for the supervision, safety, and customer service for all campers, staff and guests using chug (activity) areas at the Steve and Shari Sadek Family Camp Interlaken JCC. You are responsible for carrying out all policies and procedures in a curious and professional manner.

Responsibilities Include:

1. **Equipment**
 - a. Responsible for recommending equipment needs to supervisor in the spring.
 - b. Responsible for requisitioning equipment as the need arise during the camp season.
 - c. Notifying supervisor of lost or damaged equipment immediately.
 - d. Responsible for insuring that staff and campers properly care for all equipment.

2. **Safety**
 - a. Provide for safe operation of these programs.
 - b. Ensure that all athletic safety standards are upheld from the Camp Interlaken JCC Safety Manual.
 - c. Keep equipment in safe operating order.
 - d. Ensure that all athletic instructors and campers follow standards from the Camp Interlaken JCC Safety Manual.
 - e. On extremely hot days ensuring that all athletic activities have access to appropriate water source.
 - f. Ensure that safety infractions are corrected and brought to the attention of supervisor

3. **Program Development**
 - a. Each program will be structured to ensure a progression of skills.
 - b. Campers will be afforded opportunities to be challenged at their own level of competence.
 - c. Activities and programs will be so structured to ensure that campers have positive, fun experiences.
 - d. Work with Directors and staff program teams to insure advance planning and quality of programs.
 - e. Be responsible for the distribution and collection of all athletics equipment used for camp programs

4. **Supervision**
 - a. Responsible for on-going observation of activities.
 - b. Responsible for insuring that all activities involve skill progression and challenges for each camper.
 - c. Maintain/create system to track camper's progress in activity areas.
 - d. Responsible for ensuring that activity leaders pre-plan each activity they are assigned.
 - e. Teach regular activities.
 - f. Responsible for on-going meetings with activity leaders.

- g. Identify strengths and weaknesses of each assigned activity leader and implement a plan to improve weaknesses.
- 5. General Camp Responsibilities
 - a. Assist with overall camp program and be available as a resource to staff and campers.
 - b. Assist in the development of rainy day programming.
 - c. Responsible for general camp supervision and assistance along with the other members of the camp administration.
- 8. Administrative Duties
 - a. Work with staff to ensure all pre and post camp set-up, work projects, clean up and take downs (Avodah) for assigned areas and all of camp is completed.
 - b. Meet regularly with supervisor.
 - c. Take on any additional responsibility, task or assignment as deemed necessary by supervisor.

Responsible to: Assistant Director/Program Director

