
UNIT LEADER JOB DESCRIPTION

The Unit Leader has responsibility for cabin counselor development, assignment, placement, and supervision. The Unit Leader shall also be responsible for monitoring camper functioning within his/her group.

General Responsibilities:

- Counselor Development
 - Assist in the implementation of staff orientation.
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 - Identify specific needs of staff and implementing plans to address their needs.
 - Schedule regular meetings with individual staff and staff groups.
 - Help the Village Director, Assistant Director and/or Director in identifying group needs of the staff, and plans to meet their needs.
 - Maintain documentation of staff development.
 - Maintain documentation of staff supervisory interaction.
- Cabin Assignment
 - Work with the Village Director, Assistant Director and/or Director in placement of staff.
 - Review camper files to determine specific needs of the individual camper and to provide cabin staff with appropriate information.
 - Regularly observe staff interactions in cabins, dining room, activities and throughout camp.
 - Develop strong working relationship between counselors in each cabin.
- Cabin Staff Supervision
 - Implement supervisory meetings with staff.
 - During each session, review each staff member's functioning with the Village Director, Assistant Director and/or Director
 - Work with the Village Director, Assistant Director and/or Director on counselor final evaluations.
- Camper Development
 - Review with the Village Director, Assistant Director and/or Director specific needs of individual campers.
 - Ensure that campers are participating in the camp program.
 - Bring unusual or threatening circumstances to the immediate attention of the Camp Director.

Specific Ongoing Responsibilities:

- Check health center
 - if a camper is ill and staying in the health center, insure that their counselor brings the child his/her meals.
- Observe camp activities.
- Observe camper's grooming and personal care – bring concerns to attention of counselors and/or Assistant Director / Director.
- Determine if campers are sending mail home and also if they are receiving mail.
- Stay aware of and work to improve staff morale.
- Provide special services to campers and staff on an ongoing basis.
- Dining Room supervision

Administrative Responsibilities:

- Responsible for the review of all assigned camper reports (completed by staff).
- Additional responsibilities as assigned.

Responsible to: The Unit Leader will be supervised by a member of the Hanhallah