



a seriousfun camp

THE HOLE IN THE WALL GANG CAMP

Unit Leader Job Description

Job Requirements

- 18 years of age.
- As of January 1, 2023, staff & volunteers within Summer 2023 programming are **required have the primary series AND one booster dose (bivalent) received after September 1, 2022***, to prevent against COVID-19. *The booster dose must be administered two weeks PRIOR to your participation in Camp programming.
- 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 are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late August.

Job Summary

The Unit Leader position is responsible for overseeing the logistics and daily operations of one unit of campers and staff. The Unit Leader is expected to function as a leader and role model for all staff, volunteers, and campers. This position floats between all three of the cabins in their unit and will work closely with all staff to support any camper needs that may arise. Unit Leaders should be able to demonstrate previous leadership experience and strong organizational, communication, and teamwork skills.

Job Responsibilities

- The unit leader is the primary leadership role of each unit. Unit leaders should be prepared to help support and teach staff in their unit about how to be successful in their roles at camp.
- Review and become familiar with the job responsibilities of cabin counselors and lead counselors. Fill in during counselor time-off periods as needed to maintain safe camper-staff coverage ratios.

- Collaborate with lead counselor to create a positive unit environment of communication, support, and inclusivity. Work closely with lead counselor regarding roles and responsibilities within the unit.
- Plan and facilitate all unit-specific staff activities such as unit retreats, unit closings, and unit meetings.
- Communicate frequently with the residential life coordinator and residential life support about your unit and distribute information to unit staff as needed.
- Work closely with unit staff and volunteers to provide camper behavioral interventions. This position meets weekly with the residential life team to review specific camper needs and how to best support them.
- Oversee the inclusion and support of volunteers during each session.
- Oversee unit logistics and operations such as:
 - Planning/facilitating cabin, unit, and all-camp programming with unit staff, including clearly communicating with the medical team and program coordinator.
 - Large group transitions and keeping everyone on-time for each activity
 - Maintaining camper-staff coverage ratios
 - Make sure all camper-related paperwork (camper reports, behavior reports, incident reports, junior staff evaluations) is completed and submitted at the end of each session.
 - Organize time off for all unit staff and ensure that all staff are taking appropriate time off.
- Clearly review with each counselor in the unit their personal goals, objectives, and progress throughout the summer. Provide frequent feedback, scheduled check-ins and written evaluations.
- Fully participate in unit 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 leadership team members. 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 camp director and assistant camp director.
- Perform any additional duties deemed necessary by the camp director or assistant camp director to assure the smooth running of the camp.

Reports to:

The unit leader is directly responsible to the residential life coordinator.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.