Unit Leader Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to camp volunteers.
- Commit to fostering a community that celebrates our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by camp leadership.
- All positions are residential and hired for the duration of our summer program. The time commitment is late-May to late-August.

Job Summary

Unit Leaders are responsible for overseeing and managing the logistics and daily operations of one full unit that consists of three individual cabins. The Unit Leader role is a floating position that supports each cabin in their unit and is expected to function as a leader and role model for all staff, volunteers and campers. This position works together closely with a Lead Counselor and the Residential Life Team to plan and facilitate unit-wide events, build community within their team, and support the staff, volunteers and campers in their unit.

Unit Leaders are expected to assist other staff and volunteers with efficiently communicating logistics, problem-solving daily challenges, and planning and facilitating large group events for staff and participants. Unit Leaders are also designated as the point person within the unit to support camper behavior and are expected to take a proactive role in helping staff appropriately care for their camper's social, emotional and medical needs.

Job Responsibilities

- The Unit Leader is the primary leadership role of each unit. Unit Leaders should be prepared to help support and be a resource for all staff and volunteers in their unit in learning 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.

- Closely collaborate with a Lead Counselor to create a positive unit environment of communication, support and inclusivity. Work closely with a Lead Counselor to share and delegate roles and responsibilities within the unit.
- Plan/facilitate all unit-specific staff activities such as unit retreats, closings and meetings.
- Communicate frequently with the Residential Life Coordinator and Residential Life Support about assigned unit and distribute information to unit staff as needed.
- Work closely with all unit staff and volunteers to provide camper behavioral interventions when necessary. 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 leadership and medical teams
    - Large group transitions and keeping everyone on-time for each activity
    - Maintaining camper-staff coverage ratios
    - Make sure all camper-related paperwork and tasks (camper reports, behavior reports, incident reports, junior staff evaluations, camper photo tags) are completed and submitted by the end of each session
    - Organize unit committees and ensure that everyone is involved and tasks are being completed in a timely manner
- Accompany campers during trips to the hospital if needed.
- Participate in cabin sleep-in schedules to provide overnight counselor coverage in the camper room.
- Provide feedback and check-ins for unit staff.
- Fully participate in Unit Leader orientation, all-staff orientation, meetings and any additional required meetings. Assist in 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 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 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.