



a seriousfun camp

Cabin Leader Job Description

Title: Cabin Leader
Reports to: Assistant Camp Director, Residential Life
Status: Summer 2017, Seasonal

The Cabin Leader will further the mission of Roundup River Ranch by relating positively to campers and looking after their day-time and night-time needs; to accompany and encourage campers through their schedule of activities; to welcome volunteers each week and empower them as members of the camp team; to take the lead on any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

Job Responsibilities- General

- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including ensuring campers are aware of and understand the safety rules at all times
- Attend and participate in all trainings, meetings, and planning sessions
- Integrate and support volunteers at camp and provide them with training as needed
- Provide behavior support to campers including regular and positive feedback to campers and their achievements, supporting group issues, and being aware and sensitive of campers fears and concerns
- Ensure camp property is respected
- Be punctual in following the schedule
- Ensure cabins and living spaces are clean and tidy at all times, including prior to volunteer arrival
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation

Job Responsibilities- Specific

- Ensure all cabin activities support the mission, vision and values of Roundup River Ranch
- Ensure that the cabin is a physically and emotionally safe environment at all times
- Know where the campers in your cabin are at all times and report missing campers immediately
- Assist campers with personal care as needed, including but not limited to assisting campers with toileting and showering, changing bedding, and washing camper clothes
- Coordinate all cabin needs and activities, rest hour duties, night watch, nightly cabin meetings, and planning for all cabin activities, including cabin clean-up, candle chat, cabin teambuilding, and cabin night
- Integrate cabin volunteers and program staff in the cabin environment; provide volunteers with training as needed
- Ensure campers develop a positive daily routine, including morning and bedtime routines and meal timeliness
- Actively assist program staff and volunteers during activity blocks, and ensure that campers follow the instructions and safety procedures at all times
- Actively facilitate friendships between campers, and handle group issues in a fair and age appropriate manner
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately
- Facilitate unscheduled "free" times with campers and down-time activities
- Ensure all cabin/camper paperwork is completed on time and professionally
- Be familiar with all information available on the cabin and activity groups including medical and behavior alert lists, and any other information given by the support team, and communicate with Program Leaders about campers before they arrive at activity areas so they can set the group up for maximum success
- Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Must be available May 17st - August 7th, 2017
- Previous experience working with children and/or special needs populations
- Strong collaboration and team building skills
- Well-developed communication skills

Special Conditions

This is a residential position. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to maintain constant supervision of campers for the duration of the season given one hour off per day and twenty-four hours off per week of work, granted during the breaks between sessions. Such supervision requires the ability to observe what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby by not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org.