

Girls Quest Camp Oh-Neh-Tah

UNIT LEADER

Job Description

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a multi-day session for 50 campers with 30 staff. For more information about Girls Quest and our program, please visit our website at www.girlsquest.org.

JOB SUMMARY

Unit Leaders are responsible for the supervision and support of 2-3 cabins (18/27 campers and 4/8 staff) and report directly into the Assistant Director. They are housed with the camper population and are part of the daily camp life. They have close contact with their own cabin group of up to 9 campers and 2 or more staff members. Unit Leaders help organize daily activities with general and program staff, mediate camper behavioral issues, and handle unit problems in the appropriate manner. Planning is often on short notice due to weather changes and camper interest.

RESPONSIBILITIES

- Primary responsibility is to supervise the health, safety and well-being of each member in her unit
- Assist with daily cabin activities, rest periods, meals, camp jobs and all camp events
- Keep unit staff informed of all camp activities
- Make effort to know each unit camper and staffer as an individual
- Create a meaningful experience for the unit campers and staff
- Acknowledge accomplishments on the part of campers and staff
- Deal with discipline issues and camper counseling as needed
- Plan and carry out unit activities
- Supervise and support unit staff
- Discuss with each Cabin Counselor their daily activities to ensure they are carried out in a safe, fun and suitable way
- Provide each Cabin Counselor ample opportunity to develop their personal leadership
- Ensure that reports from Cabin Counselors are accurately completed and on time
- Inspect each cabin daily. Stay alert to faulty equipment and repairs, and report to Maintenance Assistant or Caretaker
- Teach or assist in an assigned activity area
- Assist with leadership of staff training
- Attend daily Administrative Staff meetings
- Communicate with the Assistant Director any concerns regarding program, staff or campers
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

QUALIFICATIONS FOR ALL STAFF

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers' arrival

QUALIFICATIONS/REQUIREMENTS

- Must be 21 years of age and a high school graduate
- Prefer one year of college or related experience
- Must have prior summer camping and supervisory experience
- Should have CPR and First Aid training or be willing to obtain. (This may also be done during pre-camp training)
- Must be able to complete required paperwork, such as reports and evaluations as necessary
- Flexibility is essential

NOTE: Sleeping cabins are rustic, but have electricity and are adjacent to sanitation facilities. Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

TO APPLY

Complete [Camp Staff Application](#) and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email: campdirector@girlsquest.org **NOTE:** Background checks will be conducted.