# Camp UniStar

*Belonging at Camp, Cherishing the Island, Inspiring Action in the World.*

**Position: Children's Program Director**
**Reports to: Camp Director**

## Summary:

The Children's Program (CP) Director and their assistants will provide programming for the children which includes hiking, boating, games, crafts and almost anything one can dream up. The CP Director will enjoy the complete adoration and affection of every child in camp should they show even an inkling of enjoyment in this work so they must be prepared to be invited to every card game and dress up party outside of their work hours. Please have polite excuses and dress up clothes prepared.

## Purpose:

The CP Director provides fun, safe, and educational experiences and programming for children ages 3-11 during program weeks, for two hours of each full camper day. Along with all staff members, the CP Director contributes to a safe camp environment, creates a positive experience for all campers, and supports healthy relationships among staff. The CP Director will promote connections among children while modeling and teaching COVID-safe play and interactions for all.

## Responsibilities and Duties:

The CP Director is primarily responsible for designing and delivering quality experiences and programming for children ages 3-11. This includes responsibility for all logistical aspects of program delivery, such as keeping the program properly supplied, arranging for the kids' daily snack, and ensuring the CP programming spaces and equipment are clean and in good repair prior to and after each session. The CP Director is also responsible for communicating with parents so they know what to expect and can prepare their kids appropriately. As reflected in the Compensation Scale, this job involves additional "Advanced Responsibilities" for supporting and leading activities that enrich the camper experience and contribute to camp's smooth operation.

## Primary Duties:

- Planning
    - **Numbers & ages:** The CP Director plans age-appropriate programming for children each week as needed. Information from CampBrain on ages and numbers of children should be used to decide on what programming will work best; For some weeks, it may work well to combine children and youth programs or to have different age cut-offs, although separate CP and YP programs usually work best for most weeks. Group sizes and activities should be considered for the effective implementation of COVID safety protocols.
    - **Activities:** The CP Director should plan on leading one program on each full day of camp during program weeks. Each CP shift should be staffed by at least two staff members, at least one of whom should be lifeguard certified if there will be

water activities. The CP Director plans activities for days they are absent, making sure the fill-in staff understand the instructions and are provided with the tools and know-how necessary to execute a successful program.
    - Aside from taking care of many of the logistical components of the CP program, the CP Director is charged with facilitating an enjoyable experience for children. The CP Director should plan to engage in activities alongside participants while also maintaining authority and providing a safe space.
- Communicating and connecting with families
    - **Lead Parent Meeting**: The CP Director hosts an introductory meeting with interested parents/guardians on Sunday morning each week. General plans for the week and CP COVID precautions will be shared and explained at this meeting. This is also a good opportunity to hear from parents about any key information regarding their children that would be important for a CP Director to know.
    - **Be aware of medical needs:** The CP Director should make a careful effort to gather from parents any medical information that might affect their children, including allergies they may have.
    - **Get to know families:** The CP Director is responsible for learning the names and personalities of all children under their care, as well as getting to know the adult caregivers well enough to establish professional relationships.
    - **Learn about interests:** The CP Director should spend some time early on trying to gauge the interests of the children to help shape the programming for the week.
    - **Prepare participants:** Each morning prior to breakfast, the CP Director will post the day's planned activities in a highly visible place along with necessary attire and supplies (e.g. close-toed shoes, water bottle) so that parents and participants may prepare appropriately.
    - **Be engaged:** CP staff are often favorites for many children and youth. Keeping in the spirit of camp, the CP Director should expect to interact with kids to some degree outside CP hours, although maintaining boundaries is also important.
- Communicating with other Directors
    - **Camp Director:** The CP Directors should work with the Camp Director to determine CP program numbers and ages, and to discuss scheduling considerations and activities as needed. The CP Director should keep the Camp Director informed of any plans that take the children off camp property.
    - **Waterfront Director:** The CP Directors should work closely with the Waterfront Director to plan for any CP activities that might require the use of camp boats, both motorized and non-motorized. Motorized boat trips should be kept to the minimum to save camp resources.
    - **Food Service Director:** The CP Directors should work with the Food Service Director to plan for any snacks that may be provided to CP participants.
- Coordinate staff
    - The CP Director is responsible for overseeing the successful incorporation of assigned staff into the CP program by instructing them on their duties and assigning them tasks that will help the program.
- Upkeep programming space(s), equipment, & supplies
    - **Clean**: After each morning's CP activities, the CP Director should spend the time necessary to clean up the CP room or any other spaces in camp that were used

by the program.
        - At the end of the camper week, the CP Director's primary responsibility is to deep clean the CP room and make sure it is organized and sanitized.
    - **Maintain first-aid kit**: After every use, the CP Director should replenish the CP first-aid kit.
    - **Inventory and replenish supplies**: The CP Director is responsible for keeping track of needed supplies for the CP program and, when necessary, giving the Camp Director a list of needed supplies to purchase on the next town run, or making arrangements to purchase the supplies themselves with the Camp Director's approval.

## Secondary Duties:

- The CP Director also is responsible for a range of other duties as assigned by the Camp Director, which may include working shifts in the kitchen or dish room, lifeguarding, boat runs, etc.

## Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others
- Enjoys working with children
- Commitment to providing a positive and healthy family camping experience
- Flexible in regards to working hours and a shared living space
- Responsible, self-starter/self-motivated, hard-working, team player
- Good verbal and written communications skills – Able to communicate effectively with staff, volunteers and campers of all ages
- Experience driving boats preferred

## Physical Requirements:

- Must be able to do the following for up to five hours at a time: standing, walking, carrying, balancing, pushing/pulling, reaching, and performing fine motor skills.
- Must be able to do the following for at least one-third of a shift or 1-2 hours: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs) while loading/unloading items, and squatting (to reach for items).
- Requires normal range of hearing and eyesight.
- Must be able to work outside daily and in a variety of weather conditions.

## Compensation:

- Commensurate with experience
- Includes room and board at camp, one day off weekly, and an additional two personal days off per season
- Paid sick leave is determined by the Camp Director

- All staff must provide their own health insurance