



## **UNIT HEAD JOB DESCRIPTION**

### **QUALIFICATIONS:**

1. Entering College Senior or older
2. Experience significant for position, two or more years in a leadership/supervisory position.
3. Creativity, energy and enthusiasm
4. At least three years Resident Camp Experience, two years as a counselor or specialist
5. Strong Judaic knowledge and program experience
6. Ability to accept supervision and guidance & function both independently and as part of a team
7. Ability to actively supervise staff assigned to unit/specialty area
8. Must pass Pennsylvania Child Abuse History Clearance & State Police Criminal Record Check.

### **GENERAL**

1. Complete your job as per the guidelines set forth in the Program Procedures. Follow all rules, regulations, policies and procedures as stated in the EKC Staff Manual and Operating Procedures.
2. Alert your supervisor to any problems in your unit/area and communicate with him/her daily.
3. Actively participate in head staff training week and staff training week and follow through successfully with assignments.  
(Responsible for leading individual unit/specialty area meetings/programs as well as all camp meetings/programs)
4. Lead weekly meetings for staff in unit/specialty area
5. Assist administrative staff in work-related duties as needed, including, but not limited to: lost and found distribution, meal coverage, transportation and luggage duties, answering telephones)
6. Coverage responsibilities as assigned & as necessary, including special events, Super OD, after-hours OD and all-camp programming.
7. Assignments as scheduled, including 2-3 trips away from Pittsburgh for luggage and camper pick-up/drop off requirements and/or responsibilities at the JCC in Pittsburgh for luggage and camper pick up/drop off.

### **UNIT HEAD SPECIFIC RESPONSIBILITIES**

1. Responsible for the health and safety of the camp and campers.
2. Assist Staff Engagement Director in ensuring staff are engaged, appreciated, supported and satisfied.
3. Work with Administrative head staff to train counselors in all aspects of camper care and programming.
4. Work with Camper Care Specialist to manage and address all camper needs and concerns within your unit.
5. Assist Senior Counselors and Junior Counselors with special needs and solve special problems regarding their campers, co-workers and staff. (Immediate communication with Supervisor about all special needs and problems is a must)
6. Create unit days off, nights out and extended nights out schedules for all staff in unit.
7. Lead weekly unit meetings and training sessions during staff week.
8. Create unit scheduling on a weekly basis, communicate with Senior Counselors on each cabin's wants and needs. Implement programming for cabin, unit and all-camp activities, and overnights.
9. Implement programs when needed, or supervise cabin staff in running of programs. Act as a program facilitator and to serve as a resource for program ideas and share skills throughout the camp. (Sikum Moments, Rainy Day Programs, First & Final Day Programs)
10. Design special programs for cabin counselor use at special program times (i.e. rain, cancellations, emergencies, etc.)
11. Work with Jewish Program Director to implement meaningful Jewish programming and Tikkun Olam experiences within unit.
12. Responsible for supervision of letter writing, lost and found collection and distribution, mail and package distribution.
13. Assist with all camp operations and programming as needed.
14. Work with program coordinators to coordinate sign-up procedure for Campers Choice, Chugim and Leagues.
15. Responsible for guiding counselors in unit to mentor and train Staff-in-Training (SIT's) assigned to Unit. (thru evaluate process)
16. To evaluate each counselor's performance at the end of each session, in writing on designated forms.
17. Evaluate in writing, the program, staff and procedures, making suggestions and recommendations for the future.
18. To give real-time feedback as often as possible.