

Activity Specialist Job Description

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Titles: Waterfront, Arts and Crafts, Archery, Outdoor Skills, Adventure, and Sports

Job Summary: Responsible for planning, implementing, teaching and supervising a group of 8 to 20 campers within the activity specialist area. Maintain appropriate health and safety standards that lead to a quality program within the activity specialist area in compliance with Camp Ozanam, American Camp Association, and the State of Michigan rules.

Key Responsibility Areas:

A. Specific Responsibilities

- Provide for spiritual, moral, physical and social growth of campers through specialist areas.
- Guide and supervise camp personnel during activity periods utilizing their abilities for the effective operation of the program.
- Maintain and care for equipment to ensure all materials are in good working order. Encourage respect for personal property, camp equipment, and facilities.
- Provide a balanced specialist program that meets camper needs and wants and provides opportunities for each individual to experience success.
- Assist with the planning and implementation of evening programs, free time activities, camper choice, theme week and joint camp activities under the direction of the Program Team Leader.
- Meet daily with the Program Team Leader to discuss the use of unscheduled program hours.
- Maintain a cooperative relationship with the staff.
- Set a good example for campers and others including cleanliness, punctuality and participation in clean-up chores, sportsmanship, and manners including participation in camp-wide and team-wide activities.
- Assist with kitchen and dining set up and cleaning as-needed
- Be an active listener; understand and respond to the needs and wants of each camper.
- Follow all camp rules and procedures.
- Prepare and submit all required paperwork on time, in a neat and professional manner.
- Participate in pre-camp and in-season training programs.
- Adhere to and assist in enforcing all COVID-19 health and safety protocols recommended or required by Camp Ozanam, American Camping Association and the State of Michigan.

B. Essential Functions

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.

- Cognitive ability to communicate and work with groups and provide necessary instruction to campers and staff while working to achieve camper development objectives.
- Visual ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to teach the skills in the activity specialist area and to respond appropriately to emergency situations.

C. The above are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Positions Supervised: None

Supervised by: Program Team Leader

Budget Impact: \$250 plus room and board per position

Qualifications:

- A genuine liking for children and camp life.
- At least 18 years of age and high school graduate or equivalent with emotional maturity, integrity, flexibility and high moral character.
- Current certification or commensurate experience appropriate to the activity specialist area.
- Some background and experience in working with children, preferably in a camp setting.
- Ability to effectively communicate with other staff and campers.
- Ability to accept supervision and guidance, and to relate to one's peer group.