



## **Job Description Camp Blodgett Summer Academy Assistant & Support Staff**

### **Employment Status:**

- Temporary-Seasonal, Exempt Position

### **Qualifications:**

- Must be at least 18 years of age and possess the needed maturity and skills to perform the job successfully
- Should be pursuing or having attained a degree in the Education field.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Have a sincere desire to work with and be of service to children.

### **Responsible to:**

- Camp Director & CBSA Teachers

### **CBSA Teacher Assistant Responsibilities:**

- Provide support and assistance to CBSA teachers, being willing to help in any way that they are asked.
- Work with students in small groups, providing facilitation, tutoring and instruction.
- Be the link between CBSA and the general camp environment, regularly communicating concerns and successes about CBSA student's academy experience to counselors, directors and other staff that may benefit from the information. Conversely, provide pertinent information to CBSA teachers regarding significant behavioral concerns that may affect the performance or attitude of CBSA students in the classroom.

### **Support Staff Responsibilities:**

- Be willing to step in as a cabin counselor temporarily or permanently when necessary.
- Substitute for counselors each session, allowing them specific time away from campers. This could be time during mealtimes, rest periods, large group activities, or during evenings. Set up a schedule with

Assistant Camp Director so that all your assigned staff are relieved regularly.

- On the first day of camp, meet all the kids in your section of camp, assist counselors with any problems or issues, and be available for campers and counselors.
- During shower time, be available at the Bath House or in cabins to assist counselors with the bedtime routine.
- Assist counselors with discipline problems, by being available to watch a cabin while the counselor works with a child, or occasionally by personally taking the child to work with him/her.
- Assist the Head Counselors in overseeing the care of the counselors during the sessions.
- Take turns with other staff in supervising campers who have lost privileges during Kid's Choice time (when available)

### **Camp Responsibilities:**

- Eat meals with campers as assigned, giving attention to camper interaction and dining hall procedures.
- Fulfill responsibilities of the Aquatic Observer when assigned.
- Take every effort to build and nurture a sense of community and understanding among all staff members.
- Review the camp rules with campers and help to enforce these rules consistently throughout the session; utilize the Camp Blodgett behavior management policy.
- Promote and support positive and meaningful interactions between campers.
- Fulfill the responsibilities of Counselor of the Day as they are assigned.
- When in charge of a specific group of campers, be aware of campers' whereabouts at all times.
- Assist with all camp-wide activities, with counselors and other staff as needed or assigned.
- Cooperate with the Directors in the coordinating and organizing of the total camp program.
- Report to the Camp Director any concerns about a camper's health, safety, or well-being.
- Attend and actively participate in all planned activities, including staff training and staff meetings, and follow the daily schedule.
- Assist in total camp cleanup at the end of each session as per the Camp Director's direction and at the end of the season as per the Facility Director/Executive Director's direction.
- Fulfill all other duties as assigned by the Camp Director.