

# Activities Lead

## JOB DESCRIPTION



Department: CAMP OPERATIONS

### Position Summary:

The Activities Lead is a vital member of the Camp Korey Program Team as well as the Camp Korey Leadership Team. The major responsibility of this position is to help plan, coordinate, adapt, and oversee all residential summer camp programming, including the implementation of All-Camp events. They will execute a creative vision for these events with the goal of entertaining up to 50 campers while ensuring safety standards are upheld. Working closely with the Activity Counselors, this position will act in various capacities, including as a coach, support system, and direct supervisor. Duties will include executing events such as: campfires, dances, carnivals, banquets, camp games, and leading Dining Hall entertainment (announcements and songs). Experience in planning group special events or activities preferred. Ability to sing or play music is also a plus. The Activities Lead should be comfortable speaking and performing in front of a crowd and should be an enthusiastic ambassador of camp spirit!

Reports to: PROGRAM MANAGER

### **REQUIREMENTS**

- 19 years old or completion of one year of college
- Have the physical and mental capability of caring for Camp Korey's unique demographic of campers
- Commit to the entire length of the summer June 9-Aug 13, 2020, which includes additional days of leadership training
- Position requires a flexible work schedule, including evening and weekend hours
- Must have physical ability and stamina to set up, tear down, and lead camp events and walk long distances over uneven terrain
- Must reside on-site at camp for the duration of the summer
- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Current CPR/AED certification required or willingness to get certified

### **RESPONSIBILITIES:**

#### 1. **Summer Preparation**

- a) Work closely with the Program Manager to take a critical look at camp activities, processes, policies, and camp traditions (ex. mealtime routines, silly-Olympics, carnival, dances, stage night, early birds, committees, staff and volunteer involvement, etc.).
- b) Assist with site and program preparation, including ordering/organizing supplies, decorating, creating a child-friendly environment, coordinating special guests, etc.
- c) Help plan and decorate camp for themes, all camp activities, and special guests.
- d) Coordinate summer staff appreciation throughout the summer.
- e) Help plan and facilitate the week of seasonal staff training and additional trainings throughout the summer.
- f) Assist in creating a warm and welcoming staff and volunteer lounge space.
- g) Be a contributing member of the Camp Korey Leadership Team throughout training and the summer.

#### 2. **Summer Program**

- a) Directly supervise the seasonal activity staff team.
- b) Direct mealtimes by coordinating and supervising announcements and music.
- c) Arrange special events such as camper birthdays and holidays.
- d) Work closely with the Program Manager in planning and supervising programs, including activity rotations, Silly-Olympics, campfire, all-camp games, carnival, camp dances, banquet dinner, and more.

- e) Work closely with staff to ensure that activities are set up properly, program needs are clearly communicated, and activity staff have adequate time for set up and tear down of each program area.
- f) Welcome, recruit, and supervise visiting performers.
- g) Instruct staff in and maintain the cleanliness and safety of camp, including the dining hall and storage areas.
- h) Attend and be an active participant in daily meetings with the Leadership Team.
- i) Responsible for knowing and adhering to the policies and procedures contained within the camp manual.
- j) Perform any other duties as deemed necessary by the Camp Director and Program Manager.