

# Residential Life Lead

## JOB DESCRIPTION



Department: CAMP OPERATIONS

### Position Summary:

The primary responsibility of the Res Life Lead will further the mission of Camp Korey by supporting campers, staff, and volunteers (weekly counselors) throughout the summer camp season. The Res Life Lead will provide training, supervision, coaching, and support for Cabin Counselors and Weekly Counselors while working closely with the Leadership Team and Volunteer Coordinator to ensure counselors are providing safe care for campers. This position requires the ability to utilize sound judgment, work independently, and collaborate with a team.

The Res Life Lead will specialize in working directly with the Residential Life Team reporting to the Child Life Specialist. They will also work alongside the Volunteer Coordinator throughout the summer to foster a positive experience for volunteers and achieve Camp Korey's mission of serving campers safely and intentionally.

Reports to: Child Life Specialist

### **REQUIREMENTS**

- At least 19 years old with at least one summer of residential camp experience preferred
- 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; including additional days of leadership training.
- Position requires a flexible work schedule, including evening and weekend hours.
- Must reside on-site at camp for the duration of the summer
- Must pass thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Must have physical ability and stamina to walk long distances over uneven terrain
- Current CPR/AED certification required or willingness to get certified

### **RESPONSIBILITIES:**

1. Directly responsible to the Child Life Specialist and Camp Director with regard to policy, camper, parent and staff matters.
2. Consults with the rest of the Leadership Team with regard to program matters regularly.
3. The Res Life Lead is responsible for strengthening communication between Summer Staff, Weekly Counselors and the Camp Leadership Team.
4. The Residential Life Lead will oversee the following daily activities:
  - a. Assist Volunteer Coordinator in Volunteer Orientation and Weekly Counselor inclusion. Plan and lead trainings including information about role reviews, goal setting, schedule review, cabin life, and behavioral trainings.
  - b. Run staff meetings day before camper arrival ensuring responsibilities of res life staff including time-off, volunteer appreciation, night watch, inclusion of medical team, games, cheers, etc.
  - c. Supervise cabin meetings where counselors schedule time off, night watch, weekly counselor responsibilities, cabin themes, etc.
  - d. Responsible for printing and collecting weekly paperwork for each cabin.
  - e. Oversight of summer residential life staff performance including weekly check-ins, mid-summer check in, and final evaluations ensuring staff are meeting job expectations and goals.
  - f. Clearly review goals, personal objectives, and responsibilities with weekly counselors (informal and formal), ensuring staff are meeting job expectations and goals.
  - g. Run a weekly volunteer appreciation night with the assistance of one seasonal staff member.
  - h. Assist Camper Coordinator in arrival day organization, welcome, and check-in
  - i. Communicate with Camper Coordinator and special camper needs including birthdays, personal care needs, special accommodations, etc.
  - j. Responsible for serving as role model for counselors who may need support as well as filling in when needed in camper cabins during any time off.

- k. Ensure that all camp policies, safety practices, and emergency procedures and plans are enforced.
- 5. The Res Life Lead shall fully participate in Leadership Team training, participate and assist in staff training, and assist in weekly Volunteer Orientation.
- 6. Be responsible for assisting the Child Life Specialist and Camp Director with counselor placement by cabin during summer staff training.
- 7. The Res Life Lead is responsible for knowing and adhering to all policies in the Camp Manual.
- 8. Be responsible for all items covered in the cabin counselor job description as needed.
- 9. Perform any other duties as deemed necessary by the Camp Director and Child Life Specialist.