



## Activities and Recreation Specialist Job Description

**Reports to:** Camp Directors

**Job Purpose:** To provide a safe and fun experience for Camp Mak-A-Dream participants where they are included in the community, form friendships, gain resilience, and learn to live with and beyond their (or their family member's) cancer diagnosis, while ensuring age-appropriate guidance, supervision, and inclusivity.

### **Activities and Recreation Specialist Responsibilities:**

- Actively participate as a member of the Program Team in leading all daily and evening activities (such as theme night, campfire, ropes course, campout, talent show, dances, butte hike, horses)
- Act as a lead facilitator for all ropes course activities and follow all ropes course safety guidelines
- Clearly outline safety instructions and behavioral expectations during all camp activities; ensure that safety instructions and behavioral expectations are followed by all participants
- Develop camp activities that are safe and inclusive
- Maintain all activities areas and ropes course equipment, paying special attention to safety and risk management issues and bringing any issues or concerns to the immediate attention of the Camp Leadership
- Serve as back up cabin staff as needed
- Live in the staff cabin and assist in keeping it neat and clean
- All Program Staff are contracted to be on call for extra hours on a departure day one time during the summer season. This day will be assigned during staff training. Duties are to be on call in case campers can't make their flights and need supervision.

### **Team Responsibilities:**

- Actively participate as a member of the summer staff team, who prioritize safety, inclusion, and interaction within the community while guiding campers and volunteers in all activities
- Actively participate in and reside on campus for all of staff training
- Remain on campus for the duration of the camp week until all campers have departed and campus is clean and prepped for the next session (unless other arrangements have been approved by Camp Leadership)
- Learn and assist in implementation of Camp emergency procedures
- Arrive on time to daily meetings and actively participate
- Adhere to and enforce safety rules for all camp activities
- Maintain adequate staff/camper ratio during all camp activities
- Communicate with Camp Leadership regarding any risk management issues that arise during camp (medical, safety, facilities, psychosocial etc.) or any general issues, needs, or concerns
- Adhere to the seasonal contract and rules, regulations, and policies with a positive attitude
- Perform other duties as necessary

### **Requirements and Qualifications:**

- Previous experience planning and leading group games and ropes course programs preferred
- Previous experience working with children, teens, and young adults preferred
- Must be able to navigate campus without assistance, lead and assist campers around campus, lift 40 pounds, work long hours

Staff name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_