



## Cabin Leader 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.

### **Cabin Leader Responsibilities:**

- Get to know the campers in the cabin (paying special attention to those with medical and/or emotional needs), communicate pertinent information to weekly volunteers, and create and maintain a strategy with the cabin team to address issues as they arise
- Manage daily activities of campers; provide physical assistance to campers as needed, help campers to navigate the schedule and arrive on time to activities, facilitate daily cabin chats, work with the medical team to coordinate medical care, cabin clean up, quiet hours/lights out etc.
- Communicate and implement problem solving strategies for any issues (behavioral, homesickness etc.) with the Camp Leadership as they arise during camp
- Supervise and manage volunteers within the cabin; coordinate time off schedule, ensure proper camper staff ratios, guiding and giving constructive input to volunteers as needed
- Complete weekly camper and volunteer notes, returning all paperwork by the end of each session
- 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 the cabin space, keeping all areas neat and clean, and paying special attention to safety and risk management issues and bringing any issues or concerns to the immediate attention of the Camp Leadership

### **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 working and residing within a community setting 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): \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_