



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.
- Establish a team atmosphere within the cabin to create a cohesive and supportive community.
- Communicate and implement problem solving strategies for any issues (behavioral, homesickness etc.) with the Camp Leadership as they arise during camp.
- 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, night meds, late night medical needs, cabin clean up, quiet hours/lights out etc.
- 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.
- Coordinate weekly cabin responsibilities and return all required paperwork by the end of each session.

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.
- Arrive on time to daily morning meetings and actively participate.
- Adhere to and enforce safety rules for all camp activities.
- Maintain adequate staff/camper ratio during in cabin and while at 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.
- Learn and assist in implementation of Camp emergency procedures.
- Provide guidance and encouragement to all participants to enhance a supportive environment.
- Actively participate in and reside on campus for all of staff training. Remain on campus on the last day of each session until all campers have departed and campus is clean and prepped for the next session, unless other arrangements have been approved by Camp Leadership.
- Keep your cabin and personal sleeping quarters neat and clean.
- 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: _____