

## Camp Ho Mita Koda, Summer 2010

### Program Specialist: Archery

**Job Summary:** Program Specialists are responsible for the planning, organization and facilitation of specific camp activity sessions and programs. Program Specialists work under the direction of the Camp Director and in collaboration with the Head Counselor, other Program Specialists, Camp Counselors, and Counselors in Training to provide campers with safe, fun, age-appropriate, structured activities. Program Specialists are also responsible for general supervision of campers at all times, throughout all aspects of the camp program. Supervision will include, but is not limited to, morning wake up, all meals, camp programs and activities, bedtime routines and overnight supervision. Program Specialists are required to live on-site in a camper cabin, attend pre-camp staff orientation, and be available for the entire length of the Camp program.

The Archery Program Specialist will be responsible for planning, preparing, teaching and supervising the Archery program at Camp Ho Mita Koda. Archery will be offered to campers as an elective activity during each camp session. Elective activities are offered Monday through Thursday and campers participate in each elective once per day. Archery may be offered up to four times each day with a different group of campers in each activity period.

**Camp Ho Mita Koda** is a residential summer camp for children ages 6-15 who have Type 1 diabetes. Campers attend age-grouped sessions, with up to 64 campers per session. It is located on 72 wooded acres in Newbury, Ohio (Geauga County), just 25 miles east of Cleveland. Having diabetes is not a required prerequisite for working at Camp Ho Mita Koda. Staff training and orientation will be held prior to camp and will include diabetes education. A residential, licensed medical staff is part of the Camp program. Program Specialists are not responsible for the medical management of campers' diabetes.

**Camp Schedule:** Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Mini Camp (June 26), Session 2 (June 27-July 8), Session 3 (July 11 -July 22), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). One archery certification day will be held prior to or during staff orientation week. Staff is not permitted to take time off while camp is in session to attend summer school classes, exams, vacation, or other personal commitments. Time off is given between sessions.

#### **Required Qualifications:**

##### **General**

- High school graduate and at least 18 years of age.
- Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: reference checks, state and FBI background screening including fingerprint checks, and sex-offender registry check.

##### **Required Certification & Training:**

- Must attend and participate in Camp's all-staff orientation. Must attend and successfully complete a pre-camp archery certification course. Must attend and participate in staff meetings and any scheduled education or skills sessions throughout the summer season.

**Essential Functions, Knowledge, Skills and Abilities:** Program Specialists must be able to perform all the essential functions required of a Program Specialist and be able to demonstrate the following essential knowledge, skills and abilities:

- Under the direction of the Camp Director, plan, prepare, teach and supervise the archery program.
- Teach and monitor proper use of archery equipment.

- Knowledge of curriculum development is necessary to develop and plan up to 5 consecutive day's worth of age appropriate archery lessons. The Archery Program Specialists can also use established curriculum for the archery activities. Effective use of time management is required to ensure that the archery activity time is used efficiently.
- The Archery Program Specialist will communicate with the Camp Director prior to the start of Camp and will submit a list of desired supplies needed for the upcoming season. He/she must also be creative and able to utilize the archery equipment and current inventory available at Camp.
- Set up archery area and program for campers during staff training. The Archery Program Specialist is responsible for set up, clean up and putting equipment away after each use. They are also required to maintain a written inventory of archery equipment.
- Conduct daily checks of equipment for safety, cleanliness, and good repair and document findings.
- Attend and participate in Staff Orientation week, archery certification course, Open House, special camp events and programs, and all daily camp activities such as flag raising and lowering, meals, assemblies and evening activities.
- Assist at all camp check-ins and check-outs with assigned roles and responsibilities.
- Responsible for serving as a positive role model for campers, including attitude, punctuality, diabetes control, table manners, treating others with respect, sportsmanship, etc.
- Establish and maintain effective working relationships with other camp employees and volunteers. Display a responsible, courteous and friendly manner at all times and be willing to work as part of a team to ensure that all campers needs are met in a fair and appropriate way.
- Assist in other areas of the Camp program by providing direct support and supervision of campers during meal times, evening programs, wake-up and bedtime routines, and overnight supervision. Overnight supervision will require Program Specialists to sleep overnight in a camper cabin with at least one other adult staff member and up to 8 campers.
- Actively and enthusiastically participate in all camp activities with campers.
- Report to work stations at scheduled times.
- Communicate with medical team regarding signs and symptoms of high/low blood sugars.
- Ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action.
- Ability to abide by and enforce Camp rules and regulations to prevent injuries and accidents. Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health. Program Specialists must apply appropriate behavior management techniques with campers when necessary
- Possess strength, patience, flexibility and endurance required to maintain consistent supervision of campers for 3-day, 5-day and 12-day resident camping experience.
- Desire and ability to work with children with diabetes.
- Recognize and respond to opportunities for problem solving in the group. Monitor camper behavior and recognize and respond to opportunities for problem solving.
- Ability to accept supervision and guidance.
- Perform work in an efficient, effective, safe and timely manner.
- Ability to adapt to new situations and group living.
- Communicate clearly and concisely in English, verbally and in writing and understand and follow written and oral instructions and procedures.
- Focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Other duties as assigned

## **Working Conditions and Physical Demands**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job:

- Camp Ho Mita Koda is a residential summer camp with building and program sites located throughout a 72 acre wooded campus. Terrain is hilly in some areas and program areas are accessible by gravel or unpaved paths. The majority of the Camp program is designed as a physically active, primarily outdoor program.
- Archery Program Specialists reside at Camp and sleep overnight in a camper cabin. Archery Program Specialists will work a variety of hours, including early mornings and evenings. Wake up is at 7:00 AM and lights out is at 10:00 PM. Program Specialists receive break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- Must be in good physical condition to actively participate in camper activities and assist campers in an emergency situation (fire, evacuation, illness or injury) and possess the strength and endurance required to maintain constant supervision of campers for prolonged periods of time. Archery Program Specialists will be exposed to outdoor weather conditions, including extreme heat and/or cold, and will have exposure to wet and/or humid conditions.
- While performing the duties of this job, the Archery Program Specialists is required to sit, stand, walk, and talk and hear. He/she is required to climb or balance, reach with arms and hands, and use hands to use objects, tools and program equipment. Due to the nature of camp activities, the full ranges of physical movements are required in this position, including walking, jumping, lifting, stooping, stretching and climbing.
- Physical demands may involve lifting and moving equipment. Program Specialists must be able to exert up to up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
- Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, must be good enough to see and hear children and adults in life and/or health safety endangering situations. Vision and hearing are required to identify and respond to environmental and other hazards related to an activity, and in daily activities and programs.
- Archery Program Specialists must be able to read and record information such as blood glucose results, menus, meeting minutes, lesson plans, and daily schedules.

## **Performance Evaluation:**

Archery Program Specialists will be formally evaluated at mid-point and end of summer by the Camp Director and Head Counselor. Informal evaluations such as daily observations, spot checks, feedback from other camp staff and camp parents may occur throughout the summer. Key components of evaluation include: Quality of Work, Working Relationships and Interpersonal Skills, Judgment and Problem Solving, Initiative and Communication.

## **Benefits**

- \$200.00 base pay per week for new Program Specialists (individuals who have not been employed at Camp HMK previously)
- Returning Camp Ho Mita Koda Program Specialists are eligible for pay adjustments in the amount of \$20 extra per week. This pay adjustment is added to the base rate, per week pay they received in 2009.
- All Program Specialists that are age 21 years and older, are eligible for an additional \$20 per week.
- Returning Program Specialists (Program Specialists employed at Camp in 2009) that successfully complete the summer commitment, are eligible for a \$100 bonus.
- Program Specialists receive one week of paid orientation and training prior to start of first residence camp session. Archery certification course is paid on a pro-rated basis.
- Program Specialists positions are temporary, and do not include health insurance.
- Program Specialists receives free meals and snacks (staff have same menu as campers) during residence camp sessions.
- Program Specialists receive break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.

- A great opportunity for leadership, knowledge about diabetes, new friends, great memories, and a summer of fun spent outdoors in a beautiful setting!