

## Unit Director Job Description

**Position:** Seasonal Unit Director  
**Reports to:** Camp Woodie Assistant Director  
**Location:** South Carolina Waterfowl Association:  
Camp Woodie  
8444 Old River Road  
Pinewood, SC 29125

**Approximate Dates of Employment:** May 16-August 13, 2021

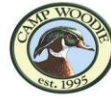
**Salary Range:** \$275-\$325 per week, including room and board

Unit Directors at Camp Woodie are responsible for overseeing the Camp Counselors & Shooting Instructors who are the primary caregivers for our campers. They are responsible for planning, teaching, coordinating, and carrying out activities, as well as guiding staff & campers in their personal and spiritual growth and daily living skills.

**GENERAL FUNCTIONS:** The Unit Director delivers and ensures program satisfaction through the supervision of program staff including counselors and program specialists. Working closely with the Camp Director & Assistant Camp Director they will help plan, lead, and implement all camp special events as well as assist counselors to implement other activities and events. Play a significant leadership role for all staff and a link in the line of communication for staff to voice questions or concerns. Each participant's safety and enjoyment are attained in child development by promoting and role modeling a healthy and safe environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide premier service to all children and families involved in programs and meet campers needs through stimulated learning in all developmental areas.
- Assist in the direction, supervision, and organization of staff in the camp setting, within activities and throughout the camp in order to meet the intended camp outcomes.
- Apply basic youth development principles in working with staff through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
- With Director, Assistant Director and staff input, development and implement program activities for campers within the mission and outcomes of Camp Woodie.
- Responsible for scheduling and supporting Camp events and activities, including but not limited to evening programs and holdover weekend events.
- Provide for the progression of activities within the framework of individual and group interests and abilities.
- Assist in the scheduling of staff in program areas, cabin activities and evening programs.
- Help to assure campers are properly supervised at all times and maintain responsibility for all aspects of safety and risk reduction in all programs and ensure children's health and safety.
- Support all staff to maintain personal health and job performance. Discuss with camp nurse and/or camp director when appropriate.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed to camp director, and maintenance staff using proper procedures.
- Be a role model to staff and campers in your attitude and behavior.
- Follow and uphold all safety and security rules and procedures.
- Live by camps Core Values of: Caring, Honest, Respect, Responsibility & Faith.
- Provide the example to staff, campers and others in regard to general camp procedures and practices including, but not limited to: sanitation, schedule, and sportspersonship.
- Contribute to verbal and written evaluations and communication as requested.



- Supervise evening village programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the scheduling and delivery of camps staff training.
- Assist with check-in and check-out including staff meeting and clean up.
- Assist with weekly camper scheduling, aka 'human computer'.
- Assist with weekly review of camper parent letters.
- Help to organize and participate in opening and closing campfires.
- Fulfill the role of a cabin counselor in emergency situations.
- All other duties assigned by the Camp Director for the good of Camp Woodie.

#### South Carolina Waterfowl Association Job Description

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

#### **EDUCATION and/or EXPERIENCE:**

- At least 21 years of age.
- Two life experiences after high school, ie college & a job.
- Requires successful participation in planning & completion of staff trainings prior to beginning camp.
- Certifications required prior to start of Camp season: 4-H Shooting Instructor; American Red Cross CPR and First Aid

#### **SKILLS AND ABILITIES:**

- Proven ability to deal effectively with people at all levels of responsibility; strong interpersonal skills.
- Ability to take initiative, be flexible, use sound judgment, and work harmoniously with others.
- Ability to lead, plan, organize, and implement program activities.
- Proven skills in communication, organization, and human relations.
- Willingness to work with diverse populations.
- Capability to recognize emergency situations and apply appropriate safety and emergency procedures.

#### **PHYSICAL ASPECTS OF THE JOB:**

- Lead and participate in recreational activities which may include running, throwing, kicking & shooting.
- Visual and auditory ability to identify and respond to environmental and other hazards related to weather and program activities.
- Physical ability to respond to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of staff.
- Endurance including: prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, insect and animals.

#### **Supervisory Responsibilities:**

- Camp program staff including but not limited to cabin counselors, shooting specialists and interns.

Please complete an online job application, or contact:

Steve Maynard Director - Camp Woodie

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