

JOB DESCRIPTION

SPECIALIST

These include: Aquatics (Canoeing, Lake Swim Instruction & Guarding, Pool Swim Instruction & Guarding) Arts & Crafts (Ceramics & Metal), Campscape, Drama, Israeli Scouting, Jewish Cooking, Media, Mountain Biking, Outdoor Living Skills, Photography, Radio, Ropes Course, Songleading, Sports (Archery, Self-Defense, Aerobics, Roller Hockey, Tennis), Videography and Yearbook.

IMMEDIATE SUPERVISOR

All specialists report to their specialty area coordinator and to the Head of Specialists. Specific departments have department heads who immediately oversee the specialists within that area (arts & crafts, ropes, theater). When specialists are working with cabins or units, they are also responsible to the designated Unit Head.

QUALIFICATIONS -

- a. Must have training and experience commensurate with the needs of the specialty position. Teaching experience in the particular activity area(s) is a definite plus.
- b. Must have a strong and genuine enthusiasm for the assigned specialty and a broad-based knowledge of it.
- c. Must be able follow a set of teaching requirements, and develop methods for presenting them to activity participants.
- d. Must hold the relevant certifications necessary to lead the assigned activities appropriately.
- e. Must be able to lift up to 60 pounds.
- f. Ability to work long hours and to physically perform all job functions.

RESPONSIBILITIES –

- a. To take inventory of all equipment for their activity area during orientation and on packing day and/or the last day of camp. All inventories must be neat and legible and turned into the Head Specialist.
- b. To implement, lead and coordinate activities for all age groups as assigned by the Head Specialist as being scheduled for each unit. To execute activity guidelines as fully as possible, enhancing them with "personal touches", and passing on to the Head Specialist a daily record of activities undertaken and an ongoing evaluation of the lesson plan.
- c. When assigned, to execute fun & creative evening programs for a *unit*, incorporating one's activity skill area into outstanding, age-appropriate evening programming.
- d. Sometimes will take the lead in planning and leading all-camp special days. Based on the special day schedule, develop an activity outline and work with other staff members involved in that day to insure its smooth and successful running.
- e. To be available for bunk activities as requested by the unit programmers or counselors - having activities prepared for every unit, being available on a sign-up basis to help to execute these activities for the cabin or unit.
- f. To prepare and lead special Shabbat afternoon activities and events, and to organize various activities for late-night staff participation.
- g. To act as a general resource for other camp activities that might relate to your specialty.
- h. When time permits, to participate in other camp programming as is practical. **Specialists will be assigned to units, and should be with these units at all times when they do not have direct programming responsibilities. This is especially necessary at meals, song sessions, t'fillot (prayer) and evening programs. Sitting with bunks and interacting with campers is a must.****
- i. Exercise good judgment and safety consciousness at all times, and acts as a role model for safety with

campers.

- j. To assist in the maintenance and upkeep of facilities and supplies necessary for assigned specialty.
- k. To teach all participants the proper safety measures for the activity including use of equipment, proper stretching exercises and correct techniques that would apply for each specialty.

NOTE: Specialists will have *menucha* (rest hour) as their period off, as long as it has been cleared with the Head Specialist. Specialists must follow all sign-out procedures listed in the Policies and Procedures.

Again, all specialists are responsible for pre-camp and post-camp inventories as well as clean up and storage of areas utilized for their specialty.

*****Each specialist will have additional responsibilities assigned to them based on particular needs within the area they are responsible to teach. These are to be fulfilled in addition to the responsibilities listed above.**