

**PENNSYLVANIA LION'S BEACON LODGE CAMP
JOB DESCRIPTION**

JOB DESCRIPTION: **UNIT DIRECTOR**

IMMEDIATE SUPERVISOR: Program Director

QUALIFICATIONS: Preferred candidate should be pursuing Bachelor's Degree in Therapeutic Recreation, Special Education or a related field and a minimum of two years camping experience, one of which must be from Beacon Lodge.

DUTIES:

1. Participate in staff training and program development prior to Pre-Camp Training.
2. Participate in and assist in training counselors during Pre-Camp Training.
3. Supervise campers and counselors within the unit, keeping safety and staff professionalism as top priority.
4. Supervise the implementation of daily schedule and assist the Program Director in supervision of the activity schedule implementation.
5. Assign counselors to the session schedule, officer of the day duty and other duty roster items.
6. Supervise check-in and checkout procedures.
7. Enforce procedures as outlined in both the Standard Operating Procedures Manual and the Risk Management Handbook or as covered during Pre-Camp training.
8. Supervise dining hall procedures.
9. Provide the unit nursing staff and house director with a copy of camper room assignments and other requested materials.
10. Verify camper room assignments via the computer-generated roster and room assignment form. If room assignments are not completed by the registration Secretary, the Unit Director is responsible for room assignments.
11. Verify arrival/departure information via the computer-generated roster.

12. Prepare arrival and departure lists, and contact parents/guardians with departure information, **as indicated by the Camp Coordinator.**
13. Conduct a session fire drill.
14. Distribute updated rosters received from the unit nursing staff to the counseling staff, pertinent specialists, pool supervisor, crew leaders and Camp Coordinator.
15. Complete a General Counselor Evaluation Packet on each counselor.
16. Supervise deposits and withdrawals from unit safe in conjunction with the Camp Coordinator.
17. ENFORCE the 12:00am Counselor Curfew.
18. Be sure Officer's of the Day are on duty when and where they were assigned!
19. Greet parents, Lion's or other persons who bring campers to Beacon Lodge and be available to answer questions and to discuss concerns, camper needs specific disabilities, etc.
20. Conduct a counselor orientation meeting each morning before check-in. Going over camper rosters and folders. Conduct a counselor debriefing meeting following each session and ensuring that camper evaluation forms are completed.
21. Conduct the camper orientation meeting on check-in day.
22. Daily consultation with Program Director in respect of program scheduling, modification, trouble-shooting, special events, etc.
23. Fill out incident reports on all camper and staff activity that may be cause for concern. This includes all accidents and injuries, verbal or physical battles, situations of abuse, etc. 1 copy should be placed in camper folder and 1 copy handed directly to and signed off by Camp Coordinator within timely manner.
24. Execute all other duties as delegated by the Camp Coordinator or Program Director.