**Job Description – Assistant Unit Head**

**Background:** URJ Greene Family Camp is a residential, Jewish summer camp located in Bruceville, TX that serves ages 6-18 between four days and three and a half weeks on-site during the summer. We strive to create a healthy, nurturing environment for campers and staff to try new activities, build meaningful relationships, and grow their Jewish identities. We are seeking qualified candidates to join our team as an Activities Coordinator.

**Position Summary:** Units are the heart of camp - they unite bunks within an age group and most of the camper's time at GFC is spent with the bunk and the unit. The Unit Head is responsible for overseeing everything the happens within the unit including programming, camper needs, and serving as a supervisor for counselors.

**Qualifications:**

* Strong background and experience in camping, education, and/or related fields.
* Desire and ability to work with children and adults in camp setting.
* Ability to creatively plan and schedule programs and activities, and to maximize the skills and talents of staff members under your direct and indirect supervision.
* Ability to serve as an adult role model for all campers and staff members.
* Willingness to ability to take full responsibility for the lives of campers. Common sense, safety-consciousness, and high moral character required.
* Ability to give and receive guidance and support including constructive criticism. Willingness and ability to ask for help.
* Must be self-starter and able to work with a minimum of supervision. Must have leadership skills, ability to motivate, manage, and counsel.
* A college graduate, preferably with strong background in field relevant to camp work.

**Responsibilities:**

**Programming and Scheduling**

* Oversee bunk activities, ensuring that each bunk has an activity each day and has requested needed supplies in a timely manner.
* Coordinate supply request forms for all unit programs, ensuring forms are filled out correctly and submitted on time to the correct parties (logistics, AV, kitchen, etc.)
* Check in with counselors running Kef Gadol programs the day before to make sure they are prepared.
* Collect program supplies for bunk and unit programs each day and distribute, then return.
* Checking coverage during activities and regularly informing Unit Head of regularly late or absent staff members.

**Camper/Staff Needs**

* Monitor camper activity assignments and facilitate changes as needed.
* Ensure campers are at activities each day.
* Monitoring letter writing and mail systems in bunks.
* Keeping track of OD schedule, ensuring it is set and followed and monitoring changes.
* Coach counselors in general cabin management.

**Supervisor**

* Be a member of the Leadership Team.
* Attend meetings.
* Participate in formulation and implementation of camp policy.
* Check nikayon every day, leaving a score with comments.
* Post in unit group chat each day with schedule notes
* Post in unit group chat a list of all bunk activities each day
* Post images of special schedules in unit group chat as needed
* Distribute and collect computers every day for cabin logs
* Liaison with Media Team

**Designated Supervisor:** Unit Head