TITLE: Camp Wildcat Camp Director

Job Description
Under the supervision and direction of the Campus Recreation Department, the Camp Wildcat Directors are responsible for all aspects and activities undertaken at the program. The Camp Wildcat Summer Program Directors are responsible for the professional presentation of the staff and the implementation of an enriching and safe summer program for children in grades 1-9.

Minimum Qualifications
- Successful completion of High School Education.
- Current certification in Adult, Child, Infant CPR, First-Aid, AED training, and Defensive Driving. (If hired, Campus Recreation will pay for certification)
- Experience supervising youth programming professionals and children in the 5-15 age bracket.

Specific Duties
Preparation
1. Provides administrative oversight of Camp Wildcat specialty and general counselors.
2. Participates in the interviewing, training and evaluation of staff including pre-camp training sessions.
3. Assists Campus Recreation professional staff in the facilitation of weekly staff meetings.
4. Assists in the development and organization of daily activity rotation.
5. Assists Campus Recreation professional staff in the development and implementation of program changes; including but not limited to staffing, all-camp activities, weekly special events and aquatics coverage.
6. The University of New Hampshire requires successful completion of a criminal and sexual offense background check for new and returning employees.
7. Assists Campus Recreation professional staff in identifying alternate staff in the event of an absence.
8. Assists Campus Recreation professional staff in the fulfillment of other duties as assigned.

Implementation
1. Presents professional appearance and maintains a high standard of customer service.
2. Effectively communicates behavioral and safety concerns to counselors, participants and parents/guardians.
3. Creates organizational systems to track camp attendance, early dismissal procedures and late drop offs.
4. Applies risk management, conflict resolution and behavior management techniques.
5. Responds to program inquiries and offers solutions to meet program goals.
6. Provides follow-up for camp incident and accident reports.
7. Facilitates communication between staff and parents/guardians regarding camper behavioral concerns.
8. Provides programmatic oversight and guidance to specialty counselors.

Requirements
- Ability to effectively communicate with campers, colleagues, parents and directors.
- Ability to follow a schedule and exhibit flexibility in the event changes occur.
- Ability to follow routine verbal and written instructions.
- Ability to react calmly and effectively in emergency situations.
- Ability to pass a pre-employment criminal background check.
- Ability to work both independently and in a team environment.
· Ability to exhibit a logical sense of priority, critical thinking and independent decision making skills.
· Knowledge of customer service standards and procedures.

Please submit cover letter and resume to: Kay Lewis, Instructional and Youth Program Coordinator
Kayode.Lewis@unh.edu
(603)862-7062
TITLE: Camp Wildcat Counselor

Job Description: Responsible for ensuring the safety and well-being of children enrolled in the Campus Recreation Department’s 7-week summer camp program. If hired, attend the mandatory summer camp Orientation in June.

Minimum Qualifications:
· Successful completion of High School Education.
· Current certification in Adult, Child, Infant CPR, First-Aid and AED training. (If hired, Campus Recreation will pay for certification)

Desired: Experience and future desire to work with children in the 6-12 age bracket.

Specific Duties:
1. Performs work duties in a professional and ethical manner.
2. Maintains constant surveillance of campers; working to ensure their safety and well-being.
3. Presents professional appearance and maintains a high standard of customer service.
4. Attends and participates in weekly staff meetings and pre-camp training sessions.
5. Performs various duties as directed to assist in the daily operation of Camp including beverage/lunch duty, early drop-off/late pick-up, attendance, etc.
6. Implements Campus Recreation risk management procedures when necessary. Provides routine and/or emergency care and treatment as needed until the arrival of emergency medical personnel (if necessary).
7. Completes incidents and accident reports, as well as document administration of first aid when necessary.
8. Documents and addresses behavioral concerns and issues to parents and camp administration as they arise.
9. Prepares and implements creative and innovative activities for campers at least 45 minutes each day.
10. Assists Specialty Counselors in implementing their lesson plans.
11. Assists with extended care as needed.

Requirements:
· Ability to effectively communicate with campers, colleagues, parents and directors.
· Ability to follow a schedule and exhibit flexibility in the event changes occur.
· Ability to follow routine verbal and written instructions.
· Ability to react calmly and effectively in emergency situations.
· Ability to pass a pre-employment criminal background check.
· Ability to work both independently and in a team environment.
· Ability to exhibit a logical sense of priority, critical thinking and independent decision making skills.
· Knowledge of customer service standards and procedures.

Please submit cover letter and resume to:
Kay Lewis
Instructional and Youth Program Coordinator
Kayode.Lewis@unh.edu
(603)862-7062
TITLE: Camp Wildcat Specialty Counselor

Job Description: Under the supervision of Camp Directors, Camp Wildcat Specialty Counselors provide age appropriate, creative, progressive instruction in their area of specialty to groups of 12 to 30 campers at a time. The Specialty Counselor’s primary concern must always be for the overall safety and well-being of campers and staff. Their secondary concerns are those which relate to providing effective and enriching quality programming. If hired, attend the mandatory summer camp orientation in June.

Minimum Qualifications:
· Successful completion of High School Education.
· Current certification in Adult, Child, Infant CPR, First-Aid and AED training. (If hired, Campus Recreation will pay for certification)

Desired: Experience and future desire to work with children in the 6-12 age bracket.

Specific Duties:
1. Performs work duties in a professional and ethical manner.
2. Maintains constant surveillance of campers; working to ensure their safety and well-being.
3. Presents professional appearance and maintains a high standard of customer service.
4. Attends and participates in weekly staff meetings and pre-camp training sessions.
5. Performs various duties as directed to assist in the daily operation of Camp including beverage/lunch duty, early drop-off/late pick-up, attendance, etc.
6. Implements Campus Recreation risk management procedures when necessary. Provides routine and/or emergency care and treatment as needed until the arrival of emergency medical personnel (if necessary).
7. Completes incidents and accident reports, as well as document administration of first aid when necessary.
8. Documents and addresses behavioral concerns and issues to parents and camp administration as they arise.
9. Prepares and implements creative and innovative activities for campers at least 45 minutes each day.
10. Assists Specialty Counselors in implementing their lesson plans.
11. Assists with extended care as needed.

Requirements:
· Ability to effectively communicate with campers, colleagues, parents and directors.
· Ability to follow a schedule and exhibit flexibility in the event changes occur.
· Ability to follow routine verbal and written instructions.
· Ability to react calmly and effectively in emergency situations.
· Ability to pass a pre-employment criminal background check.
· Ability to work both independently and in a team environment.
· Ability to exhibit a logical sense of priority, critical thinking and independent decision making skills.
· Knowledge of customer service standards and procedures.
· Must possess a knowledge of the specialized area through commercial or educational training and experience.

Please submit cover letter and resume to:
Kay Lewis
Instructional and Youth Program Coordinator
Kayode.Lewis@unh.edu
(603)862-7062
Camp Wildcat is a co-ed day camp for children in grades 1 – 7. Working at Camp Wildcat is an 8-week commitment. Camp is held Monday-Friday, June 25-August 10. Mandatory training sessions will be held the week prior to camp (June 20-22). Mandatory staff meetings will also be held throughout the summer.

An additional session will be offered Monday, August 13 through Friday, August 17 for staff seeking additional hours.

NAME ____________

PHONE (Cell or Local) ____________

E-MAIL ____________

MAILING ADDRESS (Local) ____________

MAILING ADDRESS (Perm) ______

ARE YOU LAWFULLY ELIGIBLE TO WORK IN THE UNITED STATES? YES ☐ NO ☐

HAVE YOU BEEN CONVICTED OF A FELONY THAT HAS NOT BEEN ANNULLED BY A COURT? (such conviction does not necessarily bar you from employment)

YES ☐ NO ☐ NO RESPONSE ☐

IF YES, PLEASE EXPLAIN IN COMPLETE DETAIL ________________________________ ______________________________________________________________

A background check will be conducted each year & any offer of employment will be contingent upon passing the background check.

HOW MANY SUMMERS HAVE YOU WORKED FOR CAMP WILDCAT? ________

WHICH POSITIONS ARE YOU INTERESTED IN? (check all that apply)

☐ GENERAL COUNSELOR

☐ SPECIALTY COUNSELOR—Check all that apply:

Arts & Crafts ☐ Sports ☐ Outdoor Adventure ☐
### EDUCATION

<table>
<thead>
<tr>
<th>School</th>
<th>Graduated (Y/N) if NO, Expected Grad. Date</th>
<th>Course of Study</th>
<th>Location</th>
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<tr>
<td>Graduate School</td>
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<td>College/University</td>
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**ARE YOU ELIGIBLE FOR WORK-STUDY? (not required)**  YES  NO

### CERTIFICATIONS

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<tr>
<th>Certification</th>
<th>Completed (Y/N)</th>
<th>Certifying Organization</th>
<th>Completion Date</th>
<th>Expiration Date</th>
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<tr>
<td>First-Aid</td>
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<td>CPR</td>
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<td>Lifeguard Training</td>
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<td>Other (please specify)</td>
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### FORMER EMPLOYMENT – Please list a minimum of two previous employers

<table>
<thead>
<tr>
<th>Name &amp; City Employer</th>
<th>Dates of Work</th>
<th>E-mail Address</th>
<th>Phone</th>
<th>Supervisor Name</th>
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May we contact the above employers?  YES  NO
PLEASE LIST EXPERIENCE WORKING WITH CHILDREN (especially ages 6-13). INCLUDE LOCATION, AND RESPONSIBILITIES (be specific).

CAMP WILDCAT IS A 8 WEEK COMMITMENT. LIST ANY DATES THAT YOU ARE UNAVAILABLE AND WHY.

REFERENCES – Give three adult references (not relatives) who can speak to your experience working with children.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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Please return completed application and resume **BY FRIDAY, FEBRUARY 16th, 2018** to:

Kay Lewis  
Coordinator of Instructional & Youth Programs  
Whittemore Center  
5 Edgewood Road  
Durham, NH 03824

Or email to Kayode.Lewis@unh.edu