Job Duty Description

As per System Regulation 24.01.03 job duty descriptions need to be submitted for each position involved in the operation of camps and programs for minors.

Camp Name: ____________________________________________________________

Most camps adhere to two groups of people in any camp or program: Leaders and Assistants. Please review the options below and provide the quantity of each on the right hand side. If you feel that there are other job duty/description in your camp or program, please let us know how many individuals pertain to the “Other” category and define their duties.

Leaders

Quantity: ______

Responsible for the following:

• Plan, design, develop, coordinate, teach, deliver, lead, and carry out all activities of the camp program in quality, safe, and healthy conditions.
• Working collaboratively with the Office of Continuing Education and other appropriate University departments to plan and coordinate food services, room scheduling, IT needs, business/fiscal aspects, assistant and camper supervision, insurance, health care, and safety.
• Develop and monitor the camp program budget, if applicable.
• Design, develop, and implement marketing strategies for recruitment and retention.
• Recruit, train, and supervise camp assistant(s).
• Ensure high standards of health and safety in all activities.
• Ensure safety and security rules and procedures are adhered to by assistants and campers at all times.

Assistants

Quantity: ______

Under the direction of the camp leader, actively participate in all camp activities and assist with the teaching activities and direction and proper supervision of campers at all times. Serve as a role model to campers in attitude and behavior. Maintain high standards of health and safety in all activities. Adhere to safety and security rules and procedures at all times.

Other

Quantity: ______

Provide Attachment with description.

*If you have any questions please feel free to contact the Office of Continuing Education.