

## *Camp Meadowood Springs Job Description for Living Unit Staff*

### Minimum Qualifications:

1. Must be at least 18 years of age.
2. Needs a working knowledge of home life and daily care requirements of good hygiene.
3. Promote cabin spirit.
4. Maturity, good character, personality and judgment, integrity, adaptability, enthusiasm, creativity and knowledge of behavioral management.
5. The Living Unit Staff must live in housing provided by I.R.R.R., Inc. during the camp session at the Meadowood Springs Camp.

### Responsibilities:

The individual who fills this position will become an employee of I.R.R.R., Inc. sponsors of Meadowood Springs Camp. He/She shall be responsible to their direct supervisors and the Board of Directors of I.R.R.R., Inc. It shall be understood that the employee has a duty to see that the policies of I.R.R.R., Inc. are maintained as they relate to the employees area of responsibility.

1. Directly responsible to Camp Staff Manager.
2. Provide instruction in daily living skills, i.e., dress, bathing, personal hygiene, comb, etc.
3. Assume primary responsibility for campers in the unit to include the following -- registration days: be in the unit to check in campers and greet parents, fill out camper check-in list, be sure they are provided with suitable living accommodations before the parents leave, mark all clothing, check in all hearing aids, oral prostheses and identify all by serial number, provide storage facility for all aids, etc.
4. Organize unit activities. Be on hand to supervise and participate in all unit activities.
5. Be prepared to supervise cabins and help with campers during cabin time.
6. Assist clinicians with goals for campers.
7. Accompany campers to and from meals and activities.
8. Attend all night activities.
9. Reside in unit with the campers, be on hand when the campers retire for the evening and for the remainder of the night and when they wake up in the morning.
10. Responsible for clean clothes for all campers (i.e. wash, dry and sort campers= clothes in each unit on an as needed basis).

11. Before campers leave for home, be sure they have ALL their belongings. YOU WILL BE RESPONSIBLE FOR WRAPPING, ADDRESSING AND MAILING (POSTAGE), FOR ANY ITEMS LEFT BEHIND!!!!
12. Be a spotter at the swimming pool during one of the afternoon swim sessions.
13. See to it that the unit is clean, swept, mopped and comfortable AT ALL TIMES.
14. Follow all camp regulations.

*These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.*

This job description supersedes and replaces prior job description for this position.