



WESTWIND

Unit Coordinator

Job Title: **Unit Coordinator**
Classification: *Nonexempt (seasonal)*
Reports to: **Camp Director**
Direct Reports: **Counselors, Support Staff (5-7 staff)**

Position Purpose

The Unit Coordinator is a leadership position and is responsible for supervising 5-7 staff. This role will facilitate meetings, and provide resources and guidance for their staff. This position functions as a leader for the whole community which include providing training, coaching and supporting other staff as well as delivering mid and end of season evaluations and fostering positive experiences.

Essential Job Functions

Is responsible for the direction, supervision, and organization of staff in their unit, works collaboratively with other staff to organize and facilitate activities throughout camp in order to support Westwind's mission.

- Lead training, provide resources, and coaching to staff, through meetings and regular check-ins.
- Create weekly schedules for staff that are intentional, supportive, dynamic, and balanced with self care and learning opportunities.
- Lead and support DEI efforts by creating an inclusive and equitable environment for campers and staff.

Facilitate the development and implementation of program activities for campers and staff.

- Responsible for organizing unit activities and supporting counselors in leading various activities around camp.
- Provide for the progression of activities within the framework of individual and group interests and abilities.
- Assist in program leads to provide support and maintain ratios for various activities including waterfront, nature, arts and crafts, and all camp activities.

Maintain professionalism with staff while also working closely with administration to develop unit staff as camp professionals.

- Provide regular feedback to staff as well as two formal evaluations, mid-summer and at the end of the season
- Maintain direct communication with the Camp Director regarding staff and camper needs and any areas where additional support or assistance is needed.

- Conduct themselves professionally and be sensitive to confidentiality when working through team dynamics, problem solving and conflict resolution.
- Support directors and collaborate with leadership staff to facilitate ongoing trainings and meetings throughout the summer.

Be a role model to campers and staff.

- Be accountable for all safety and security rules and procedures; implement safety guidelines for other staff and campers.
- Be mindful of actions regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.

Qualifications (*Optimal Education and Experience*)

- Minimum 3 years supervisory experience and leading groups
- Strong ability with multi-tasking and decision-making as a leader
- Experience with problem-solving in a fast-paced working environment
- Ability to be flexible and adaptable
- Strong communication, written, and public speaking skills
- Ability to practice self care and maintain a sense of humor
- Organized and consistent
- Experience working in summer camps or similar outdoor education settings
- Experience with creating schedules, running meetings, and delivering feedback
- Must be First Aid/CPR certified

Physical Aspects of the Job

- Ability to lift and carry 30-50 pounds
- Visual ability to identify and respond to environmental hazards
- Physical ability to operate basic maintenance and site equipment
- Physical mobility and endurance to respond to emergencies or programs that may require hiking or traveling distances up to 1+ miles on trails in sand, or in wilderness areas