



# American Dance Training Camp

The **ULTIMATE** Overnight Dance Camp!

[www.AmericanDanceTrainingCamp.com](http://www.AmericanDanceTrainingCamp.com)

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## “Camp Mom” Job Description

**Job Title:** Camp Mom

**Reports To:** Program Director (PD)

**Position Purpose:** Camp Moms act as camp secretaries; conduct daily camper “room checks,” and supervise an assigned group of campers in living units.

### Essential Job Functions:

1. **Chaperone a group of campers**
  - Plan to be with your group during all non-dance periods (this includes dining hall supervision, free time and night supervision)
  - Stay with your assigned group at all times after curfew (10pm)
  - Make sure everyone wakes up in the morning
  - Walk campers to breakfast by 8am (ALL campers in your group must stay arrive together)
  - If you must leave the group for some reason, make sure another chaperone is supervising the group
  - Never send participants anywhere by themselves. For their safety, participants 13 and older must always have a buddy, while participants 12 and under must always be with a buddy AND an adult (18 or older).
2. **Act as Camp Secretary**
  - Answer parent phone calls and direct calls as necessary
  - Oversee camp “call home” days (Wednesday & Thursday each week)
3. **Conduct daily camper “room checks”**
  - Evaluate camper rooms for cleanliness and award team points appropriately
2. **Maintain high standards of health and safety** in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health & hygiene needs.
  - Ensure that campers receive their medications as directed by the Program Director and camp nurse.
  - Be alert to camper and staff needs and assist them with personal and / or health problems, and discuss with Program Director and / or camp nurse when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Program Director.
3. **Be a role model to campers and staff** in your attitude and behavior.
  - Be accessible, responsible and a positive influence on campers throughout all facets of camp.
  - Socialize with campers and other staff members during mealtime, free time and around camp.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example for campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

4. When not directly needed by the staff, **Camp Moms will fade into the background and be available as needed.**
  - All activities scheduled are for the campers!
  - Let your daughter have the most “normal” camp experience possible – try not to be offended if she ignores you or is not acting over-excited to see you while she is around her new friends; on the other hand, try not to engage her if she acts overly needy & clingy in a way that may adversely affect her experience!

#### **Other Job Duties:**

- Contribute to verbal and written evaluations and communication as requested.
- Provide ongoing program ideas to Program Director and other ADTC staff.
- Perform any health care task beyond those assigned as needed.
- Work cooperatively with all staff employed by the facility ADTC is leasing.
- Be knowledgeable of outside health resources.
- Attend pre-camp staff training (As described in pre-interview “staff packet”).

#### **Equipment Used:**

- Assist campers with washers and dryers

#### **Qualifications:**

- Must be mother (or equivalent relationship) to at least one participating ADTC camper.
- Must be female
- Current certification in first aid and CPR (provided by ADTC during staff training).
- Must submit health history record and examination form prior to first day of camp.
- Successful completion of criminal background checks process.

#### **Knowledge, Skills, and Abilities:**

- Must be a mature, responsible, fun-loving individual.
- Must love kids and love being a positive role-model.
- Must be ready to help make ADTC a great summer experience for everybody, including yourself!
- Ability to accept supervision and guidance as well as organize and oversee activities of staff and campers.
- Ability to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment.
- Ability to interact with all age levels.

#### **Physical Aspects of the Position:**

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance to walk long distances, hike, climb, etc.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment (large canoes for example) and camp activities.
- Ability to lift up to 25 lbs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, daily exposure to the sun, heat, etc.

#### **Camp Mom Compensation:**

- **UNPAID** – This is a volunteer position. ADTC will provide all Camp Moms with room and board (including three meals per day) and, in return, ADTC will expect your services as vision professionals.

#### **ADTC 2008 Staffing Needs**

At minimum, we will need one camp mom staffing each camp session. Beyond this, our needs will be dependent on the location of camp, number of registered campers in each session, etc. We intend to maintain a counselor-camper ratio of 1:7.

# Camp Mom Agreement

I understand the expectations of the Camp Mom position as outlined in the Camp Mom job description. My signature below indicates that, if hired to work at American Dance Training Camp (ADTC) as a Camp Mom, I will strive to not only meet but exceed the expectations set forth for the Camp Mom position. I understand that if I consistently do not meet the expectations of the ADTC Director, I may be dismissed from camp immediately and at any time during any session.

I understand that my employment is dependent upon ADTC's needs. My signature below indicates I am willing and able to be hired by ADTC at any time when enrollment in the following sessions might warrant my hiring: (*indicate sessions you are available*)

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I understand that, if extended a job offer by ADTC for a specific session/s and I accept, I will be agreeing to forego all other job leads or potentially conflicting activities I may have been pursuing. I further understand that, due to circumstances such as low enrollment or other factors, ADTC may not hire me at all.

I have read, understand, and by my signature consent to these statements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_