

**SUMMER CAMP CABIN LEADER  
BGC-TC CAMP VOYAGEUR**

**JOB TITLE:** Cabin Leader

**DEPARTMENT:** Voyageur Environmental Center

**IMMEDIATE SUPERVISORS:** VEC Program Director, VEC SC Program Coordinator

**PRIMARY FUNCTION:**

To provide a safe, fun, educational experience for club youth and other guest groups that utilize the VEC for summer camps. To provide daily programming that promotes self-esteem and encourages positive social development of your campers. Responsible for the supervision and welfare of a group of campers making every possible effort to help each camper have a positive experience.

**RESPONSIBILITIES:**

1. Create a safe, fun, educational, engaging environment throughout the week making every possible effort to help each camp have a memorable experience
2. Oversee the daily schedule of a group of campers assigned to cabin.
3. As an overnight camp, Cabin Leaders will be required to sleep in cabins with campers in order to provide overnight supervision.
4. Maintain a safety-conscious attitude in performing duties and provide physically and emotionally safe environment for all campers.
5. Participate in Staff Training and all required meetings. Must be familiar with all camp policies and procedures.
6. Participate and potentially lead in activities such as swimming, boating, fishing, archery, field games, nature studies, hiking, crafts, campfires, tent camping, etc.
7. Participate and encourage all youth to join in on activities by setting an optimistic atmosphere that engages kids to grow and develop into young leaders.
8. Assist in other camp operation areas (program, food service, maintenance, office) as needed and maintain a positive team attitude.
9. Assist with clean-up daily and at the end of the camp session.
10. Assist with programming needs for outside rental groups and day camps that utilize VEC facility.
11. Assist with programming needs off-site at other BGC-TC clubs and events as assigned by VEC Program Director or VEC Branch Director.
12. Other tasks assigned by Program Director and Branch Director to fulfill the mission of VEC.

### REQUIREMENTS:

- I. Must be at least 18 years old.
- II. Live on site during the weeks when camp is in session (8-12 weeks) primarily in the cabins with campers, occasionally in staff housing.
- III. Possess a love for children and youth, be able to lead responsibly and be a positive role model in character and actions.
- IV. Be able to pass reference and background checks to satisfy legal, moral and ethical requirement in working with youth.
- V. Prefer experience working with youth in a camp, club or other recreational setting, preferably with a diverse population.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position is located at Voyageur Environmental Center, a 100+ acre outdoor facility with over a mile of trails over hills and through forests and an active waterfront on Little Long Lake. Must be able to climb stairs, be able to stand for long periods of time, walk moderate distances, move objects, reach for objects, and bend/twist at the waist. This position has a significant amount of outdoor work and candidate must be able to be outside in all kinds of weather. This is a moderately stressful position that requires the candidate to be in excellent physical and emotional health.

### DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All employees of the Boys & Girls Clubs of the Twin Cities are employees at will and signing this job description in no way enters into a contract for employment.