



## Camp Livingston – Adventures Unlimited (AU) Unit Head

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Adventures Unlimited Unit Head. Adventures Unlimited is an outdoor adventure teen travel program, containing 3 off-camp trips each session that are 4-5 days in length each (the group returns to Camp for weekends). The AU Unit Head will supervise the specific age group of campers and assigned counselors as well as manage the travel and trip logistics. Ideally, this person would have experience in and a passion for working with teens.

Dates of employment are May 31-August 6 with 6 days off throughout the summer. The AU Unit Head will report directly to the Assistant Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age or entering senior year of college or equivalent youth work experience.
2. Previous experience working in a summer camp highly preferred.
3. Highly organized, punctual, and possess word processing, email, phone, simple online form and database managing skills.
4. Understanding of customer service.
5. Must be able to work in a flexible and team driven work environment.
6. Strong communication skills.
7. High degree of self-motivation and capable of working independently.
8. Ability to establish and maintain effective relationships with camper, parents, staff, and community partners.
9. Some management experience preferred.
10. Ability to calmly and confidently respond to emergency situations and manage crises as they arise.
11. Ability to resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.
12. Valid United States/International Driver's License and ability to drive passenger vans.
13. Must have a Wilderness First Responder or Wilderness First Aid Certification prior to Camp (training paid for by Camp).
14. Experience working with teenagers in an outdoor setting preferred.
15. Comprehensive experience with repelling, backpacking, camping, outdoor cooking, water rafting, navigating outdoor terrain and/or knowledge on use of topographical maps preferred.

### Duties and Responsibilities:

1. Ongoing Responsibilities
  1. Assist in the implementation of staff orientation.
  2. Schedule regular meetings with individual staff and staff groups.
  3. Maintain documentation of staff supervisory interaction.
  4. Review camper files with Assistant Director, Camp Director, Community Life Director, and Camp Nurses to determine specific needs of the individual camper and to provide staff with appropriate information.
  5. Help manage camper satisfaction.
  6. Help manage any challenges in cabin or group dynamics.
  7. Complete assigned calls to families and communicate with families as needed during the camp session.
  8. Observe camper's grooming and personal care – bring concerns to attention of counselors and/or supervisor.
  9. Ensure camper and staff preparedness for each trip.
  10. Bring unusual or threatening circumstances to the immediate attention of the Executive Director.
  11. Regularly observe staff interactions in cabins, dining room, activities, program areas throughout camp, and on trips.
  12. Provide regular informal and formal feedback to staff, including written evaluations twice per session (four times per summer).
  13. Stay aware of and work to improve staff morale.
  14. Submit requests for program supplies 5 days in advance.
  15. Meet with Kitchen Staff and Director(s) as necessary to prepare food plans for each trip.
  16. Responsible for a daily visual check of each passenger van, its cleanliness's and to maintain proper documentation on hand.
2. Off Site Responsibilities:
  1. Facilitate and supervise off site excursions, working with the Director of Operations on trip outline and reservations.

2. Manage all petty cash monies for program.
  3. Manage and be responsible for satellite phone and first aid kit.
  4. Communicate with camp daily for updates as well as every few hours during travel.
  5. Train staff and campers in outdoor preparedness, including fire building, tent building, outdoor cooking, etc.
  6. Take care of medical problems that may arise and communicate them directly to the camp Health Center and Assistant Director.
  7. Manage all medication distribution in field.
  8. Observe camper's and counselor's personal care while in the field – handle any concerns and communicate with the Assistant Director.
  9. Plan and implement programming for down time during the trips.
  10. Ensure the highest level of safety precautions at all time.
  11. Manage all equipment and supplies; maintain cleanliness and organization.
  12. Manage all meals (food, cooking process) for each trip.
  13. Manage all third-party vendor/trip guide relationships.
3. Other
1. Share in overall administrative responsibilities at camp.
  2. Complete regular Senior Staff duties.
  3. Any other duties as deemed necessary by supervisor or Executive Director.
  4. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Advocate Counselor

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a caring, hardworking, team focused individual to join our team as an Advocate Counselor. Advocates work 1-on-1 with campers in need of extra assistance at Camp. Advocates work to create a positive experience for their camper by ensuring inclusion of their assigned camper in the cabin group and camp community and making modifications in Camp programming as deemed necessary.

Ideally, this person would have experience in and a passion for working with children as well as experience and knowledge of related special needs. They must be mature, responsible and act as a role model for campers at all times.

Dates of employment are June 5-August 6, with 6 days off throughout the summer. The Advocate will report to the Inclusion Coordinator and their assigned age group supervisor (Unit Head).

### Qualifications:

1. At least 18 years of age or a high school graduate, college experience preferred.
2. Previous experience attending summer camp preferred.
3. Previous experience working with children preferred.
4. Previous experience/education/training in inclusion and special needs preferred.
5. Understanding of Customer Service.
6. Must be able to work in a flexible and team driven work environment.
7. Must be professional and able to maintain confidentiality.
8. Strong communication skills.
9. Ability to establish and maintain effective relationships with campers, staff, and supervisors.
10. Ability to listen well, resolve conflicts, and perform as a role model in a fast-paced and demanding work environment.

### Duties and Responsibilities:

1. Supervise assigned camper at all times and assist with other campers in the cabin when possible.
2. Work to create an inclusive environment, encouraging consistent interaction between assigned campers and other campers in the Camp community.
3. Work with Community Life Director, Inclusion Coordinator, Unit Head and co-counselors to assist in the development of individualized behavior plan if needed.
4. Assist camper as needed (this may involve, but is not limited to, bathroom assistance, implementation of routines, schedules, procedures, meals, etc.)
5. Work with Inclusion Coordinator to make any modifications to Camp activities to make them more successful for the camper.
6. Check in with Inclusion Coordinator daily and keep them informed of any camper concerns.
7. Work with Inclusion Coordinator and co-counselors to create and implement goals for assigned camper.
8. Take part in phone calls with the family of the camper, if necessary.
9. Remain flexible and available to carry forth with all camp related activities.
10. Get to know the other campers in assigned bunk.
11. Remain alert, present and engaged when campers are present.
12. Ensure the highest level of safety at all times.
13. Participate and be on time to all camp programs.
14. Know and enforce all camp rules.
15. Support and assist Area Directors/Area Specialists when cabin is at those activities.
16. Maintain supervision during all camp meals.
17. Sleep in cabin with campers nightly.
18. Supervise bedtime every other night or every third night (dependent on co-counselor assignments) in cabin following appropriate rules and guidelines.
19. Work in cooperation at all times with co-counselors.
20. Maintain a professional working relationship with all members of the Camp Livingston staff.
21. Report any concerning camper behavior to assigned Unit Head and Inclusion Coordinator.
22. Complete nightly camper forms in coordination with co-counselors.

23. Take camper to the Health Center when necessary.
24. Be present and awake in cabin during rest hour and any other times when campers are in cabin.
25. Help manage any camper satisfaction issues.
26. Help manage any challenges in cabin or group dynamics.
27. Observe camper's grooming and personal care, including eating habits – bring concerns to supervisor.
28. Insure campers are sending mail home and receiving mail from home.
29. Any other jobs or responsibilities that may be assigned by Senior Staff.
30. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

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## Camp Livingston – Arts Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Arts Director. Ideally, this person would have previous experience in teaching a variety of arts and crafts and a passion for and knowledge of the various visual and performing arts that we offer at Camp. The Arts Director will supervise the staff, program, and supplies for two different visual arts spaces and a performing arts space.

Dates of employment are May 31-August 6, with 6 days off throughout their time at camp. The Arts Director will report directly to the Director of Operations and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience teaching art and theater preferred but not required.
3. Previous personal experience with art projects and theater/drama programming.
4. Highly organized, punctual and flexible.
5. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
6. Past attendance or employment at summer camp preferred but not required.
7. Management experience preferred but not required.
8. Ability to lift supplies and equipment required.

### Duties and Responsibilities:

1. Manage the summer arts program.
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill demographic of participants.
3. Create program plans for cabin rotations and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Perform daily checks on equipment and facilities, assuring the highest level of safety.
5. Clean and organize all area supplies and equipment daily.
6. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
7. Create the schedule for arts specialist counselors, including coordinating hours off and assuring the arts activities are staffed appropriately for each activity period.
8. Communicate schedule changes due to weather or unforeseen circumstances to programming team and specialists.
9. Manage all arts related special programs, including the Camp play.
10. Complete regular Senior Staff duties.
11. Participate in assigned unit programming.
12. Any other duties as deemed necessary by supervisor or Camp Executive Director.
13. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Camp Nurse

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an Indiana licensed Registered Nurse to join our team as one of two full time Camp Nurses. Ideally, this person would have experience working with children, teens, and young adults. The primary responsibility of the Camp Nurse is to work hands-on with our campers and staff to ensure that every member of our community is happy, healthy, safe, and successful at camp. The Camp Nurse is responsible for the day to day operations of Camp Livingston's Health Center and overseeing the general physical health of the entire camp community.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Camp Nurse will report to the Camp Director.

### Qualifications:

1. Applicant must hold a valid Indiana RN license.
2. Experience working with children and young adults in a school, camp, or similar environment is preferred.
3. Must be able to think and act critically in high stress situations.
4. Must have attention to detail in documenting records.
5. Must possess excellent communication skills and a friendly "bedside manner" in communicating with children, young adults, and parents and have an understanding of general customer service.
6. Must be an empathetic, patient professional who can take initiative.
7. Must be able to work in a flexible and team driven work environment.
8. Valid driver's license and a high level of comfort driving is preferred.

### Duties and Responsibilities:

1. Participate as a Senior Management Level staff member while representing camp values and being a positive role model.
2. Dispense medication and administer first aid.
3. Organize and set up the Camp Livingston Health Center and order necessary supplies.
4. Help Health Center Manager ensure all first aid kits on and off camp and all other lifesaving equipment at Camp Livingston are up to date and organized.
5. Maintain accurate and detailed medical records and call logs.
6. Provide training and resources for the staff to ensure the safety and health of the camp community.
7. Assist in providing a staff orientation to health services at Camp.
8. Communicate with parents about camper health and wellness when necessary.
9. Check all health forms of campers and staff and inform the camper care team of any specific health concerns.
10. Manage health screening of all campers and staff who are arriving and departing from Camp Livingston.
11. Assist in a general health screening of all campers and staff during the summer including a general inspection of cabins, unit areas, showers, bathrooms and observation of general camper and staff health.
12. Organization and administration of regular daily clinic hours, utilizing the current standing orders for issuing treatment and medications.

### Benefits:

1. Salary commensurate with experience.
2. Room and board included in the summer position.

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## Camp Livingston – Communications Coordinator

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Communications Coordinator. Ideally, this person would have experience working with marketing and/or communications platforms and be confident in photography and videography.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Communications Coordinator will report directly to the Assistant Director and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Highly organized, punctual and flexible.
3. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
4. Possess a working knowledge of social media.
5. Experience with photography and videography.
6. Outstanding communication skills and understanding of Customer Service.
7. Past attendance or employment at summer camp preferred but not required.
8. Management experience preferred but not required.

### Duties and Responsibilities:

1. Manage the day-to-day responsibility of external and internal summer camp communications in coordination with the year round Staff team.
2. Create and manage a communication plan that ensures all of the proper communication channels are updated as deemed necessary by Camp, including but not limited to:
  - a. CampMinder
  - b. Facebook
  - c. Instagram
  - d. Constant Contact
  - e. LinkedIn
  - f. Etc.
3. Ensure that the proper quality and quantity of photos are taken and uploaded daily.
4. Create and edit weekly video content to be shared with various camp audiences.
5. Communicate with "trip" (off camp) groups to ensure the necessary updates and photos are posted regularly.
6. Create and distribute press releases.
7. Enhance year-round camp communication plan by utilizing summer programming to create media to post throughout the year.
8. Coordinate and execute camp media activities such as newspaper, photography, videography, etc.
9. Share camp activity with Camp Livingston Alumni via Constant Contact and Facebook weekly.
10. Share in overall administrative responsibilities at camp and in the camp office.
11. Complete regular Senior Staff duties.
12. Any other duties as deemed necessary by supervisor or Executive Director.
13. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554





## Camp Livingston – Community Life Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a licensed social worker or licensed independent social worker to join our team as the Community Life Director. Ideally, this person would have experience working with children and/or teens ages 7-17 and young adults ages 18-25.

The Community Life Director is responsible for monitoring the emotional wellbeing of all campers and staff living in the camp community during the course of the summer season. The Community Life Director will supervise both the Community Life Specialist (focusing on the wellbeing of older campers and staff) and the Inclusion Coordinator (focusing on creating a culture of inclusion at Camp and ensuring modifications are made for any child or staff in need).

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Community Life Director will report directly to the Camp Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age.
2. Bachelor's Degree in psychology, social work or related field preferred.
3. Graduate degree or enrolled in a graduate program in social work, psychology, or special education (or similar) and/or social work license.
4. Clinical experience with children, teens and their families preferred.
5. Previous experience working in a residential camp environment preferred.
6. Ability to establish and maintain effective relationships with camper, parents, staff, community partners, and donors.
7. Some experience in management preferred.
8. High degree of understanding on MESSH (Mental, Emotional, Social, Spiritual Health) and ability to handle any situation that arises related to MESSH.
9. Ability to respond to emergency situations and manage crises.
10. Ability to create behavior modification plans for individual campers.
11. Ability to modify camp programming to meet the needs of campers, staff and other stakeholders.
12. Ability to resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.
13. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.

### Duties and Responsibilities:

#### *Pre-Camp*

1. Work with the year-round camp team to review camper files for the purpose of assessing and anticipating needs. Alert directors to concerns, which may arise from pre-existing family situations such as a recent death, divorce or serious illness in the family.
2. Complete any necessary calls to camp families before camp with year-round Camp team.
3. Determine role in staff training and develop training modules.

#### *In Camp*

1. Participate in training of staff and lead appropriate workshops.
2. Support campers with adjustment to camp and homesickness.
3. Lead all efforts related to MESSH, providing campers and staff resources for mental health support.
4. Train staff in mandated reporting and work with year-round Camp team should anything need to be reported.
5. Be alert to issues that may arise from pre-existing family situations such as a recent death, divorce or serious illness in the family. Work with counseling staff as appropriate.
6. Provide support to staff as they work with campers who may present aggression or are teasing, or bullying.
7. Plan and execute additional staff training as needed throughout the summer, including helping the Inclusion Coordinator plan training for the Advocate Counselors (those working 1-1 with children with special needs) and their co-counselors as appropriate.
8. Support the Inclusion Coordinator in creating modification plans (behavior, programmatic adjustments, etc.) in order to help each individual camper have a successful summer.
9. Meet with the Inclusion Coordinator and Community Life Specialist daily to check in on needs and updates.



10. Consult with and guide staff as they manage children with diagnosed disorders such as, but not limited to, ADD, ADHD, OCD, Eating Disorders, Oppositional/Defiant Disorder, Bi-Polar, etc.
11. Work closely with the camp Health Center staff to monitor the overlap of the physical and emotional wellbeing of campers.
12. Observe groups and give feedback on group dynamics & brainstorm with staff possible interventions.
13. Work with the Community Life Specialist to provide emotional support to staff as they deal with personal issues & provide assistance in mediating staff conflicts; monitor and lead initiatives related to staff morale.
14. Keep Camp Director, Assistant Director, and appropriate Unit Heads informed of all appropriate situations and issues as they arise through both informal daily conversations and formal documentation.
15. Consult with parents when appropriate in situations where behavior or adjustment issues arise; communicate with parents regularly to keep them informed of what is going on at Camp, including days where no adjustments outside of the pre-developed plans are needed.
16. Meet twice weekly with Executive Director to talk about camper issues, staff performance and courses of action.
17. Keep Executive Director informed regarding any concern that might question a child remaining in or return to camp.
18. Complete regular Senior Staff duties.
19. Any other duties as deemed necessary by supervisor or Executive Director.
20. Must adhere to all other code of conduct as outlined in the staff handbook.

**Benefits:**

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.
3. Opportunity to work with seasoned professionals and others in their field.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Community Life Specialist

Camp Livingston is a Jewish residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

Camp Livingston provides children, teens and young adults a place to feel safe and uniquely empowered to embrace their whole selves - mentally, emotionally, socially, and spiritually. In order to best support our campers and staff and to manage the growing and evolving complexity of mental health challenges in our society, Camp Livingston is seeking an experienced seasonal employee to ensure proactive support for the mental, emotional, and social, spiritual health (MESSH) needs of every community member.

We are looking for a licensed social worker, mental health counselor, therapist or similar to join our team as the Community Life Specialist. Ideally, this person would have experience working with children, teens and young adults ages 6-30. Dates of employment are May 31-August 6, with 6 days off throughout their time at camp. The Community Life Specialist will report directly to the Community Life Director.

The Community Life Specialist is responsible for monitoring the mental, emotional, and social wellbeing of all campers and staff in the camp community during the course of the summer season. In addition to being the primary mental health expert, they should be able to work on interpersonal group dynamics, bullying, social-emotional learning, programming and more. The Community Life Specialist will work closely with the camper care team, including the Community Life Director, Inclusion Coordinator, Assistant Director, Camp Director, and Executive Director.

### Qualifications:

1. At least 21 years of age.
2. Hold a graduate-level or higher degree in a mental health field, including, but not limited to: social work, mental health counseling, psychology, youth psychiatry, family therapist, etc.
3. Have at least 2 years of post-graduate work experience in a related field preferred.
4. Have prior experience working with camp and/or relevant recreation and/or youth work.
5. Clinical experience with children, teens and their families preferred.

### Duties and Responsibilities:

#### *Pre-Camp*

1. Work with the year-round camp team and Community Life Director to review camper files for the purpose of assessing and anticipating needs. Alert directors to concerns, which may arise from pre-existing family situations such as a recent death, divorce or serious illness in the family.
2. Be involved in family/parent communication in relation to mental health.
3. Develop trainings for staff orientation and/or work with the Assistant Camp Director to coordinate training sessions from outside experts.

#### *In Camp*

1. Participate in mental health training of staff and lead appropriate workshops.
2. Develop and lead ongoing staff training opportunities.
3. Assist with camp adjustment concerns and separation anxieties of parents and children.
4. Provide support to staff with campers who show aggression, teasing, or bullying and intervene when necessary.
5. Be alert to concerns that may arise from pre-existing family situations such as a recent death, divorce or serious illness.
6. Consult with and guide staff as they work with children with diagnosed disorders such as, but not limited to, ADD, ADHD, OCD, Eating Disorders, Oppositional/Defiant Disorder, Bi-Polar, etc.
7. Work closely with the camp Health Center staff to monitor the overlap of the physical and emotional wellbeing of campers.
8. Observe groups and give feedback on group dynamics and brainstorm with staff possible interventions.
9. Provide emotional support to staff and provide assistance in mediating staff conflicts.
10. Monitor and lead initiatives related to staff morale and motivation.
11. Develop new wellness programs to proactively cultivate mental, emotional, and social well-being and resiliency and execute these programs
12. Keep Assistant Director, Camp Director, Community Life Director, and appropriate Unit Heads informed of all situations as they arise through both informal daily conversations and formal documentation.
13. Consult with parents when appropriate in situations where behavior or adjustment concerns arise.
14. Meet twice weekly with Executive Director to talk about camper issues, staff performance and course of action.

15. Keep Executive Director informed regarding any issue that might question having a child remain in or return to camp.
16. Complete regular Senior Staff duties.
17. Any other duties as deemed necessary by supervisor or Camp Executive Director.
18. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Competitive seasonal salary dependent upon level of education and experience.
2. Room and board included in summer position.
3. Opportunity to work with an experienced LSW and other seasoned professionals.

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## Camp Livingston – Counselor

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and growth for children and young adults since 1920.

We are seeking caring, hardworking, team focused individuals to join our team as a Counselor. Counselors supervise a specific cabin group and ensure have a positive camp experience. The Counselor is ultimately responsible for each of the campers' assigned to them and their mental and physical well being. Ideally, this person would have experience in and a passion for working with children. They must be mature, responsible and act as a role model for their campers at all times.

Dates of employment are June 6-August 6, with 6 days off throughout the summer. The Counselor will report to their assigned age group supervisor (Unit Head).

### Qualifications:

1. At least 18 years of age or a high school graduate.
2. Previous experience attending summer camp preferred.
3. Previous experience working with children preferred.
4. Understanding of Customer Service.
5. Must be able to work in a flexible and team driven work environment.
6. Strong communication skills.
7. Ability to establish and maintain effective relationships with campers, staff, and supervisors.
8. Ability to listen well, resolve conflicts, and perform as a role model in a fast-paced and demanding work environment.

### Duties and Responsibilities:

1. Supervise all campers in assigned cabin.
2. Remain alert, present and engaged when campers are present.
3. Ensure the highest level of safety at all times.
4. Assist the Unit Head in creation and execution of unit programs.
5. Plan and implement elective programs.
6. Participate and be on time to in all camp programs.
7. Know and enforce all camp rules.
8. Support and assist Area Directors/Area Specialists when cabin is at activities.
9. Assist larger camp community in supervision of all Camp Livingston campers.
10. Maintain supervision during all camp meals.
11. Sleep in cabin with campers nightly.
12. Supervise bedtime every other night or every third night (dependent on co-counselor assignments) in cabin following appropriate rules and guidelines.
13. Work in cooperation at all times with co-counselor.
14. Maintain a professional working relationship with all members of the Camp Livingston staff.
15. Report any extreme camper behavior to assigned Unit Head.
16. Complete nightly camper forms in coordination with Co-Counselor.
17. Take campers to the Health Center when necessary.
18. Be present and awake in cabin during rest hour and any other times when campers are in cabin.
19. Assist in opening camp during staff training, maintaining camp and cabin cleanliness throughout the session, and assist with the closing of the camp once campers have departed.
20. Help manage any camper satisfaction concerns.
21. Help manage any challenges in cabin or group dynamics.
22. Observe camper's grooming and personal care, including eating habits – bring concerns to supervisor.
23. Ensure all campers are sending mail home and receiving mail.
24. Any other jobs or responsibilities that may be assigned by Senior Staff.
25. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

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## Camp Livingston – Gesher (Israel Trip) Unit Head

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Gesher Unit Head. Gesher is a six week summer program for rising 11<sup>th</sup> grade campers, including time on Camp before and after a four week trip to Israel. The Gesher Unit Head will supervise the specific age group of campers and manage their well-being in Israel and back at Camp. Ideally, this person would have experience in and a passion for working with teens as well as Israel travel experience.

Dates of employment are May 31-August 6, with days off throughout the summer. The Gesher Unit Head will report directly to the Assistant Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age or entering senior year of college or equivalent youth work experience.
2. Previous experience working in a summer camp highly preferred.
3. Previous Israel travel experience and Israel education preferred.
4. Highly organized, punctual, and possess word processing, email, phone, simple online form and database managing skills.
5. Understanding of customer service.
6. Must be able to work in a flexible and team driven work environment.
7. Strong communication skills.
8. High degree of self-motivation and capable of working independently.
9. Ability to establish and maintain effective relationships with camper, parents, staff, and community partners.
10. Some management experience preferred.
11. Ability to calmly and confidently respond to emergency situations and manage crises.
12. Ability to listen well, resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.

### Duties and Responsibilities:

1. On Camp Responsibilities
  1. Assist in the implementation of staff orientation.
  2. Review camper files with Assistant Director, Camp Director, Community Life Director, and Camp Nurses to determine specific needs of the individual camper and to provide staff with appropriate information.
  3. Help manage any camper satisfaction issues.
  4. Help manage any challenges in cabin or group dynamics.
  5. Complete assigned calls to families and communicate with families as needed during the camp session.
  6. Observe camper's grooming and personal care – bring concerns to attention of counselors and/or supervisor.
  7. Ensure camper preparedness for the trip, creating and implementing orientation programs/activities for the time on Camp prior to the trip.
  8. Plan and implement programs for debriefing the Israel experience for the time back on Camp; create a presentation for younger groups at Camp.
  9. Manage the schedule and activities for the group while at Camp, meet with Programming team as necessary.
  10. Participate in pre-trip calls with other camp staff and tour provider.
  11. Work with camp staff from partner camps to create programming for specific times during the trip.
2. Off Site Responsibilities:
  1. Communicate daily update with the Assistant Director during Israel trip.
  2. Manage all petty cash money for program including saving all receipts.
  3. Take care of medical concerns that arise and communicate them directly to Assistant Director and the camper's family as needed.
  4. Manage all medication distribution and any doctor visits as necessary while on the trip.
  5. Observe camper's personal care, manage any concerns and communicate with the Assistant Director.
  6. Observe group dynamics and ensure the social well-being of all campers.
  7. Work with other camp staff on group dynamic concerns if necessary; collaborate with other camp staff on rooming and grouping assignments.
  8. Plan and implement programming for down time, including "Camp Livingston only" programs.

9. Ensure the highest level of safety precautions at all times.
10. Manage all supplies; maintain cleanliness and organization.

3. Other

1. Share in overall administrative responsibilities at camp.
2. Complete regular Senior Staff duties.
3. Any other duties as deemed necessary by supervisor or Camp Executive Director.
4. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience
2. Room and board included in summer position

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Hadracha (Counselor-In-Training) Unit Head

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Hadracha Unit Head. The Hadracha Unit Head supervises Camp's Hadracha program, an eight-week counselor-in-training summer for rising 12<sup>th</sup> grade campers. Ideally, this person would have previous camp experience and a passion for working with teens.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Unit Head will report directly to the Assistant Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age or entering senior year of college or equivalent youth work experience.
2. Previous experience working in a summer camp highly preferred.
3. Highly organized, punctual, and possess word processing, email, phone, simple online form and database managing skills.
4. Understanding of customer service.
5. Must be able to work in a flexible and team driven work environment.
6. Strong communication skills.
7. High degree of self-motivation and capable of working independently.
8. Ability to establish and maintain effective relationships with camper, parents, staff, and community partners.
9. Some management experience preferred.
10. Ability to calmly and confidently respond to emergency situations and manage crises.
11. Ability to resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.

### Duties and Responsibilities:

1. Review camper files with Assistant Camp Director, Camp Director, Community Life Director, and Camp Nurses to determine specific needs of each individual camper.
2. Check in regularly with individual Hadracha to ensure they are participating in camp programs and are doing well socially, emotionally, and physically.
3. Help manage any camper satisfaction concerns.
4. Help manage any challenges in cabin or group dynamics.
5. Complete assigned calls to families and communicate with families as needed during the camp session.
6. Assist in the implementation of staff orientation.
7. Create and implement the summer schedule for the group including but not limited to: daily training sessions, specialty rotations, laundry days, completion of Camp project, Jewish Teen Funders Network, Lifeguard training, etc.
8. Plan and implement group training sessions on a variety of topics and coordinate education sessions with other members of the management team.
9. Coordinate an evaluation process and maintain documentation of evaluations and Hadracha development.
10. Coordinate an evaluation process for when the Hadracha are assigned to cabins and meet with their staff to check on their performance.
11. Regularly observe the Hadracha campers' interactions in cabins, dining room, activities, and program areas throughout camp.
12. Provide regular informal and formal feedback to each Hadracha.
13. Plan and implement unit evening programs (up to 8 per session), working with Programming Team to ensure activities are engaging and developmentally appropriate.
14. Plan rainy day programs for unit and implement as needed.
15. Organize supplies for all programs and work with Programming Team if supplies need to be purchased.
16. Lead the planning and implementation of one camp special day program.
17. Lead the execution of the unit overnight or trip.
18. Manage the unit bunk night program, coordinating schedules, ensuring supply and food requests are submitted.
19. Share in overall administrative responsibilities at camp.



20. Complete regular Senior Staff duties.
21. Any other duties as deemed necessary by supervisor or Camp Executive Director.
22. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Head Counselor

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking caring, hardworking, team focused individuals to join our team as a Head Counselor. This job description is for three individual positions, Golan Head Counselor (Grades 2-5), Masada Head Counselor (Grades 6-7), and Chalutzim Head Counselor (Grades 8-9). A Head Counselor will have the responsibility of supervising a specific cabin group and look after each campers' mental and physical wellbeing while also taking on a larger leadership role within a specific unit. They will work closely with the Unit Head to implement unit programming, monitor staff satisfaction, and ensure a positive experience for both staff and campers throughout the summer. Ideally, this person would have experience in and a passion for working with children. They must be mature, responsible and act as a role model for their campers at all times.

Dates of employment are June 5-August 6, with 6 days off throughout the summer. The Head Counselor will report to their assigned age group supervisor (Unit Head).

### Qualifications:

1. At least 20 years of age or a high school graduate.
2. Previous experience attending summer camp preferred.
3. Previous experience working with children preferred.
4. Understanding of Customer Service.
5. Must be able to work in a flexible and team driven work environment.
6. Strong communication skills.
7. Ability to establish and maintain effective relationships with campers, staff, and supervisors.
8. Ability to listen well, resolve conflicts, and perform as a role model in a fast-paced and demanding work environment.

### Counselor Duties and Responsibilities:

1. Supervise all campers in assigned cabin.
2. Remain alert, present and engaged when campers are present.
3. Ensure the highest level of safety at all times.
4. Plan and implement elective programs.
5. Participate and be on time to all camp programs.
6. Know and enforce all camp rules.
7. Support and assist Area Directors/Area Specialists when cabin is at activities.
8. Assist larger camp community in supervision of all Camp Livingston campers.
9. Maintain supervision during all camp meals.
10. Sleep in cabin with campers nightly (if applicable)
11. Supervise bedtime every other night or every third night (dependent on co-counselor assignments) in cabin following appropriate rules and guidelines.
12. Work in cooperation at all times with co-counselor.
13. Maintain a professional working relationship with all members of the Camp Livingston staff.
14. Report any extreme camper behavior to assigned Unit Head.
15. Complete nightly camper forms in coordination with Co-Counselor.
16. Take campers to the Health Center when necessary.
17. Be present and awake in cabin during rest hour and any other times when campers are in cabin.
18. Assist in opening camp during staff training, maintaining camp and cabin cleanliness throughout the session, and assist with the closing of the camp once campers have departed.
19. Help manage any camper satisfaction concerns.
20. Help manage any challenges in cabin or group dynamics.
21. Observe camper's grooming and personal care, including eating habits – bring concerns to supervisor.
22. Ensure all campers are sending mail home and receiving mail.
23. Must adhere to all other code of conduct as outlined in the staff handbook.

### Head Counselor Responsibilities

1. Assist the Unit Head in creation and execution of unit programs.
2. Help Unit Head to plan and incorporate staff appreciation plans.

3. Assist the Unit Head in execution of rainy day programs as needed.
4. Help Unit Head and counselors with planning and implementation of bunk night and overnight activities.
5. Assist the Unit Head in implementation of unit project.
6. Meet weekly with Assistant Director and Unit Head to discuss needs and observations.
7. Fill in for Unit Head during their time off.
8. Any other jobs or responsibilities that may be assigned by Senior Staff.

**Benefits:**

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Head Specialist

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking caring, hardworking, team focused individuals to join our team as a Head Specialist. This job description is for three individual positions, Pool Head Specialist, Lake Head Specialist, and Ropes Course Head Specialist. A Head Specialist will have the responsibility of supervising a specific cabin group and look after each campers' mental and physical wellbeing while also taking on a larger leadership role within a specific program area. They will work closely with the Area Head to implement programming, monitor staff satisfaction, and ensure a positive experience for both staff and campers throughout the summer. Ideally, this person would have experience in and a passion for working with children. They must be mature, responsible and act as a role model for their campers at all times.

Dates of employment are June 4 or 5-August 6 (depending on specialty), with 6 days off throughout the summer. The Head Specialist will report to their assigned area supervisor (Area Head) and age group supervisor (Unit Head).

### Qualifications:

1. At least 20 years of age or a high school graduate.
2. Previous experience attending summer camp preferred.
3. Previous experience working with children preferred.
4. Understanding of Customer Service.
5. Must be able to work in a flexible and team driven work environment.
6. Strong communication skills.
7. Ability to establish and maintain effective relationships with campers, staff, and supervisors.
8. Ability to listen well, resolve conflicts, and perform as a role model in a fast-paced and demanding work environment.

### Counselor Specialist Duties and Responsibilities:

1. Supervise all campers in assigned cabin.
2. Remain alert, present and engaged when campers are present.
3. Ensure the highest level of safety at all times.
4. Plan and implement elective programs.
5. Participate and be on time to all camp programs.
6. Know and enforce all camp rules.
7. Support and assist Area Directors/Area Specialists when cabin is at activities.
8. Assist larger camp community in supervision of all Camp Livingston campers.
9. Maintain supervision during all camp meals.
10. Sleep in cabin with campers nightly (if applicable)
11. Supervise bedtime every other night or every third night (dependent on co-counselor assignments) in cabin following appropriate rules and guidelines.
12. Work in cooperation at all times with co-counselor.
13. Maintain a professional working relationship with all members of the Camp Livingston staff.
14. Report any extreme camper behavior to assigned Unit Head.
15. Complete nightly camper forms in coordination with Co-Counselor.
16. Take campers to the Health Center when necessary.
17. Be present and awake in cabin during rest hour and any other times when campers are in cabin.
18. Assist in opening camp during staff training, maintaining camp and cabin cleanliness throughout the session, and assist with the closing of the camp once campers have departed.
19. Help manage any camper satisfaction concerns.
20. Help manage any challenges in cabin or group dynamics.
21. Observe camper's grooming and personal care, including eating habits – bring concerns to supervisor.
22. Ensure all campers are sending mail home and receiving mail.
23. Must adhere to all other code of conduct as outlined in the staff handbook.

### Head Specialist Responsibilities

1. Assist Area Head in identifying specific needs of the area or ways to improve and implementing plans to address said needs.

2. Assist the Area Head in creation and execution of all programs.
3. Assist the Area Head in execution of rainy day programs as needed.
4. Assist Area Head with maintaining, inventorying and organizing program equipment.
5. Assist the Area Head with scheduling specialists.
6. Fill in as substitute Area Head while Area Head is on days or hours off.
7. Meet weekly with Director of Operations as needed to discuss needs, observations or issues.
8. Any other jobs or responsibilities that may be assigned by Senior Staff.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Health Center Manager

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a caring, hardworking, team focused individual to join our team as the Health Center Manager. The Health Center Manager will oversee Health Center operations at Camp and will help facilitate communication between the Health Center staff and Camp leadership. They will work closely with campers, Health Center staff, the Senior Staff team, and counselors to ensure everyone at Camp is happy, healthy, and safe. Ideally, this person would have experience in and a passion for working with children as well as medical education or training.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Health Center Manager will report to the Camp Director.

### Qualifications:

1. Must be at least 21 years of age or entering senior year of college or equivalent work experience.
2. Previous experience working in a summer camp highly preferred.
3. Understanding of Customer Service.
4. Must be able to work in a flexible and team driven work environment.
5. Strong communication skills.
6. Ability to establish and maintain effective relationships with campers, parents, and staff.
7. Must be an empathetic, patient professional who can take initiative.
8. Ability to calmly and confidently respond to emergency situations and manage crises should they arise.
9. Valid driver's license and a high level of comfort driving is preferred.

### Duties and Responsibilities:

1. Participate as a Sr. Management Level staff member.
2. Manage Health Center Medical Staff schedule including days off and hours off.
3. Assist Health Center Staff in dispensing medication and administering first aid.
4. Help organize and set up the Camp Livingston Health Center, including inventorying and ordering supplies.
5. Maintain all first aid kits on and off camp as well as all other lifesaving equipment at Camp Livingston.
6. Manage communication amongst directors, supervisors, and staff to monitor and support the health, safety, and well-being of campers and staff.
7. Assist Health Center Staff in providing a staff orientation to health services at Camp.
8. Check all health forms of campers and staff and inform the camper care team of any specific health concerns.
9. Assist with health screening of all campers and staff who are arriving and departing from Camp Livingston.
10. Make off camp trips to pharmacies, stores, and urgent care if and when necessary.
11. Create an empathetic and inclusive environment that ensures the mental and physical well being of campers and staff.
12. Any other jobs or responsibilities that may be assigned by Health Center staff or supervisor.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Inclusion Coordinator

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a licensed social worker or person with other relevant experience or training to join our team as the Inclusion Coordinator. Ideally, this person would have experience working with children and/or teens with special needs aged 7-17.

The primary responsibility of the Inclusion Coordinator is to work hands-on with our campers and staff to ensure that every member of our community is happy, healthy, safe, and successful at camp. We have a handful of campers with a variety of special needs, and the Inclusion Coordinator will supervise the one-on-one aids (advocates) that work with these campers throughout the summer. The Inclusion Coordinator will serve as a resource to our staff in navigating challenging camper behaviors and accommodating specific kids' needs. This staff member will play a role in creating a culture of inclusion within the camp community, with requirements for him or her to create and implement trainings for our summer staff.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Inclusion Coordinator will report directly to the Community Life Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age.
2. Graduate degree or enrolled in a graduate program in social work, psychology, or special education (or similar) and/or social work license.
3. Past attendance or employment at summer camp preferred but not required.
4. Experience in teaching, clinical work and supervision with record of increasing responsibility.
5. Ability to establish and maintain effective relationships with camper, parents, staff, community partners, and donors.
6. Some experience in management.
7. Ability to respond to emergency situations and manage crises.
8. Ability to create behavior modification plans for individual campers.
9. Ability to modify camp programming to meet the needs of campers, staff and other stakeholders.
10. Ability to resolve conflicts and perform as a leader in a fast-paced and demanding work environment.
11. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.

### Duties and Responsibilities:

#### *Pre-Camp*

1. Work with the year-round camp team and Community Life Director to review camper files for the purpose of assessing and anticipating needs. Alert directors to issues, which may arise from pre-existing family situations such as a recent death, divorce or serious illness in the family.
2. Complete any necessary calls to camp families before camp with Community Life Director and year-round camp team
3. Describe and define role in relation to other key staff and to the camp community.
4. Determine role in staff training and develop training modules.

#### *In Camp*

1. Participate in training of staff and lead appropriate workshops.
2. Plan and execute additional staff training for the Advocate Counselors (those working 1-1 with children with special needs) and their co-counselors as appropriate.
3. Relieve Advocate Counselors on their time off and coordinate plans for coverage.
4. Provide Advocate Counselors formal and informal regular feedback.
5. Provide support to staff as they manage camper behavior challenges such as aggression, teasing, or bullying.
6. Consult with and guide staff as they manage children with diagnosed disorders such as, but not limited to, ADD, ADHD, OCD, Eating Disorders, Oppositional/Defiant Disorder, Bi-Polar, etc.
7. Create modification plans (behavior, programmatic adjustments, etc.) in order to help each individual camper have a successful summer.
8. Work closely with the camp Health Center staff to monitor the overlap of the physical and emotional wellbeing of campers.
9. Work closely with the Camp Chef and Kitchen Dietary Lead to ensure dietary needs are being met.
10. Observe groups and give feedback regarding group dynamics and brainstorm with staff about possible interventions.



11. Keep Assistant Director and appropriate Unit Heads informed of all situations as they arise through both informal daily conversations and formal documentation.
12. Consult with parents when appropriate in situations where behavior or adjustment concerns arise; communicate with parents regularly to keep them well informed.
13. Meet twice weekly with Executive Director to talk about camper concerns, staff performance and courses of action.
14. Complete regular Senior Staff duties.
15. Any other duties as deemed necessary by supervisor or Camp Executive Director.
16. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.
3. Opportunity to work with an experienced LSW and other seasoned professionals.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Judaic Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Judaic Director. Ideally, this person would be in a graduate program related to Judaics/Judaic studies or completed some or all of Rabbinic school. In our inclusive and pluralistic environment, the Judaic Director will have an opportunity to connect with campers and staff who are unaffiliated, reform, conservative, humanistic, reconstructionist, modern orthodox, and so on, which gives a unique opportunity to learn how to educate and connect with different Jewish people in one setting.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Judaic Director will report directly to the Director of Operations and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience teaching or leading informal Judaic programming preferred but not required.
3. Ability to teach the Hebrew language preferred but not required.
4. Highly organized, punctual and flexible.
5. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
6. Past attendance or employment at summer camp preferred but not required.
7. Management experience preferred but not required.

### Duties and Responsibilities:

1. Lead Shabbat services and/or coordinate services with a visiting Rabbi and/or camper groups and staff.
2. Plan and execute the day-to-day Judaic activities for each age group, adjusting offerings to fit the age and skill demographic of participants.
3. Create program plans for cabin rotation and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Assist Unit Head staff in incorporating Judaics into their unit programming.
5. Lead/manage Israel Day program.
6. Manage the Bar/Bat Mitzvah lessons for campers, including coordinating with parents.
7. Clean and organize all area supplies daily.
8. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
9. Work with Cornerstone Fellows on the implementation of their specific programming.
10. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists as soon as possible.
11. Manage all Judaic related special programs.
12. Complete regular Senior Staff duties.
13. Participate in assigned unit programming.
14. Any other duties as deemed necessary by supervisor or Camp Executive Director.
15. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Lake Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Lake Director. Ideally, this person would have previous experience lifeguarding at a waterfront and operating jet skis.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Lake Director will report directly to the Director of Operations and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience lifeguarding at a lake front preferred but not required.
3. Previous experience driving a jet ski and teaching water skiing preferred not but required.
4. Highly organized, punctual and flexible.
5. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
6. Past attendance or employment at summer camp preferred but not required.
7. Management experience preferred but not required.
8. Ability to lift supplies and equipment and remain outdoors for the majority of the day.

### Duties and Responsibilities:

1. Manage the summer lake program including teaching canoeing and waterskiing,
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill demographic of participants.
3. Create program plans for cabin rotation activities and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Perform daily checks on equipment and facilities, assuring the highest level of safety.
5. Clean and organize all area supplies and equipment regularly.
6. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
7. Create the schedule for lake lifeguards, including coordinating hours off and assuring that lake activities are staffed appropriately for each period.
8. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists as soon as possible.
9. Manage all lake related special programs.
10. Complete regular Senior Staff duties.
11. Participate in assigned unit programming.
12. Any other duties as deemed necessary by supervisor or Executive Director.
13. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Nature Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Nature Director. Ideally, this person would have previous experience in teaching nature skills and a passion for and knowledge of environmental education, hiking, and other outdoor programming.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Nature Director will report directly to the Director of Operations and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience teaching or leading nature programming preferred but not required.
3. Highly organized, punctual and flexible.
4. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
5. Past attendance or employment at summer camp preferred but not required.
6. Management experience preferred but not required.
7. Ability to lift supplies and equipment and remain outdoors for the majority of the day.

### Duties and Responsibilities:

1. Manage the summer nature program.
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill demographic of participants.
3. Create program plans for cabin rotations and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Perform daily checks on equipment and facilities, assuring the highest level of safety.
5. Clean and organize all area supplies and equipment daily.
6. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
7. Create the schedule for nature specialist counselors, including coordinating hours off and assuring that nature activities are staffed appropriately for each period.
8. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists
9. Manage all nature related special programs.
10. Assist with recycling and sustainability efforts on Camp.
11. Complete regular Senior Staff duties.
12. Participate in assigned unit programming.
13. Any other duties as deemed necessary by supervisor or Executive Director.
14. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Office Manager

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Office Manager. Ideally, this person would have experience working in an administrative role and in customer service.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Office Manager will report directly to the Assistant Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age.
2. Highly organized, punctual, and possess word processing, email, phone and database management skills.
3. Efficient in Microsoft Word, Microsoft Excel, CampMinder (database management software), and any other cloud based software deemed necessary.
4. Understanding of customer service.
5. Must be able to work in a flexible and team driven work environment.
6. Completed at least two years of college.
7. High degree of self-motivation and capable of working independently.
8. Ability to establish and maintain effective relationships with camper, parents, staff, community partners, donors and vendors.
9. Some experience in management preferred.
10. Ability to calmly and confidently respond to emergency situations and manage crises as they arise.
11. Ability to resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.
12. Past attendance or employment at summer camp (preferred but not required).

### Duties and Responsibilities:

1. Manage camper and staff forms, collecting all forms and contacting parents to attain missing forms.
2. Lead in day to day communication with camper parents via email using CamplnTouch system and phone.
3. Answer phones - ensure that camp office and office phone are staffed during all normal business hours.
4. Help maintain "working culture" in office (the camp office is a place of business).
5. Order office supplies and/or area and unit supplies as needed and approved by supervisor.
6. Sort mail, packages and print camper emails to be sorted daily; deliver all mail and manage package pick up.
7. Filing and photocopying.
8. Assistance with administrative duties for special camp programs.
9. Run and organize daily camp store "Canteen" operations and ensure only authorized individuals have access to this area.
  - a. Manage the camp store inventory and assist in ordering and stocking new products.
10. Ensure the highest operation of the camp office on a daily basis, including keeping a clean and tidy space.
11. Manage all petty cash and petty cash log.
12. Manage proper storage of passports and other camp and staff paperwork.
13. Share in overall administrative responsibilities at camp.
14. Complete regular Senior Staff duties.
15. Any other duties as deemed necessary by supervisor or Camp Executive Director.
16. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Operations Manager

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Operations Manager.

Dates of employment are May 31-August 6 with 6 days off throughout the summer. The Program Manager will report directly to the Director of Operations and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age.
2. Hold a valid driver's license.
3. Highly organized, punctual, and possess word processing, email, phone, simple online form and database managing skills.
4. Efficient in Microsoft Word, Microsoft Excel and any other cloud based software deemed necessary.
5. Must be able to work in a flexible and team driven work environment.
6. Completed at least two years of college.
7. High degree of self-motivation and capable of working independently.
8. Ability to listen well, resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.
9. Past attendance or employment at summer camp preferred but not required.

### Duties and Responsibilities:

1. Assist the Director of Operations and the Program Manager in execution of the summer on-camp program.
2. Support in managing all rental groups and visitors.
3. Manage special day schedules and work with the lead staff on each special program.
4. Manage teams in the set up and clean-up of programs.
5. Work with Programming team to keep all supplies inventoried and organized.
6. Assist the Communications Coordinator and Office Manager with tasks as needed.
7. Complete runs in camp vehicles including for doctors' visits and/or supply pick up, laundry, etc.
8. Help maintain "working culture" in office (the camp office is a place of business).
9. Share in overall administrative responsibilities at camp.
10. Complete regular Senior Staff duties.
11. Any other duties as deemed necessary by supervisor or Camp Executive Director.
12. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Pool Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Pool Director. Ideally, this person would have previous experience in teaching swimming lessons and managing pool operations.

Dates of employment are May 31-August 6 with 6 days off throughout the summer. The Pool Director will report directly to the Director of Operations and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience teaching or leading swimming lessons preferred but not required.
3. Highly organized, punctual and flexible.
4. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
5. Past attendance or employment at summer camp preferred but not required.
6. Management experience preferred but not required.
7. Ability to lift supplies and equipment and remain outdoors for the majority of the day.

### Duties and Responsibilities:

1. Manage the full summer swimming program.
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill demographic of participants.
3. Plan swim lesson curriculum for camper's grades 2-7 and execute lessons within scheduled swim time.
4. Create program plans for cabin rotation free swim and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
5. Perform daily checks on equipment and facilities, assuring the highest level of safety.
6. Clean and organize all area supplies and equipment daily.
7. Manage the pool chemicals and cleaning processes.
8. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
9. Create the schedule for pool lifeguards, including coordinating hours off and assuring that pool activities are staffed appropriately for each period.
10. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists as soon as possible.
11. Manage all pool related special programs.
12. Complete regular Senior Staff duties.
13. Participate in assigned unit programming.
14. Any other duties as deemed necessary by supervisor or Camp Executive Director.
15. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554





## Camp Livingston – Program Manager

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as the Program Manager. Ideally, this person would have experience working in informal programming or education and a passion for camping.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Program Manager will report directly to the Director of Operations and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age.
2. Highly organized, punctual, and possess word processing, email, phone, simple online form and database management skills.
3. Efficient in Microsoft Word, Microsoft Excel and any other cloud based software deemed necessary.
4. Must be able to work in a flexible and team driven work environment.
5. Completed at least two years of college.
6. High degree of self-motivation and capable of working independently.
7. Some experience in management preferred.
8. Some experience in programming preferred.
9. Ability to listen well, resolve conflicts, and perform as a leader in a fast-paced and demanding work environment.
10. Past attendance or employment at summer camp preferred but not required.

### Duties and Responsibilities:

1. Assist the Director of Operations in execution of the summer on-camp program.
2. Work with area directors, specialists, counselors, and unit heads to improve and strengthen all programming, ensuring it is developmentally appropriate, aligns with Camp's mission, and is engaging.
3. Support in managing all rental groups and visitors.
4. Directly oversee all specialists that do not report to an Area Head.
5. Assist Director of Operations in creating and managing day to day schedules, including cabin rotations and elective programming.
6. Manage special day schedules and work with the senior staff on each special program.
7. Manage teams in the set up and clean-up of programs.
8. Communicate with kitchen staff regarding food items needed for any programs.
9. Work with the programming team to keep all supplies inventoried and organized.
10. Assist the Communications Coordinator and Office Manager with tasks as needed.
11. Complete runs in camp vehicles including for doctors' visits and/or supply pick up, laundry, etc.
12. Help maintain "working culture" in office (the camp office is a place of business).
13. Share in overall administrative responsibilities at camp.
14. Complete regular Senior Staff duties.
15. Any other duties as deemed necessary by supervisor or Camp Executive Director.
16. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Ropes Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Ropes Director. Ideally, this person would have previous experience in climbing, including climbing walls, high ropes courses, and experience with low ropes team building programming.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Ropes Director will report directly to the Director of Operations and is a member of the summer management team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience with climbing and ropes courses preferred but not required.
3. Highly organized, punctual and flexible.
4. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
5. Past attendance or employment at summer camp preferred but not required.
6. Management experience preferred but not required.
7. Ability to lift supplies and equipment and remain outdoors for the majority of the day.
8. Must attend and pass advanced training at Camp within employment dates.

### Duties and Responsibilities:

1. Manage the full summer program taking place at the camp ropes courses, both high and low.
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill demographic of participants.
3. Create program plans for cabin rotations and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Perform daily checks on Ropes equipment and facilities, assuring the highest level of safety.
5. Clean and organize all area supplies and equipment regularly.
6. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
7. Create the schedule for ropes specialist counselors, including coordinating hours off and assuring the ropes course is staffed appropriately for each activity period.
8. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists as soon as possible.
9. Complete regular Senior Staff duties.
10. Participate in assigned unit programming.
11. Any other duties as deemed necessary by supervisor or Camp Executive Director.
12. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Song Leader

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Song Leader. Ideally, this person would have previous experience in teaching and/or leading music sessions and programming.

Dates of employment are June 5-August 6, with 6 days off throughout their time at camp. The Song Leader will report directly to the Director of Operations.

### Qualifications:

1. At least 18 years of age.
2. Highly skilled in guitar, other instrument experience preferred but not required.
3. Previous experience teaching or leading music preferred but not required.
4. Highly organized, punctual and flexible.
5. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
6. Past attendance or employment at summer camp preferred but not required.

### Duties and Responsibilities:

1. Manage the full summer music program.
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill demographic of participants.
3. Create program plans for cabin rotations and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Assist in leading Shabbat services.
5. Lead campfires, song sessions, and nightly cabin music time.
6. Perform daily checks on equipment and supplies.
7. Clean and organize all area supplies and regularly.
8. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
9. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists.
10. Participate in assigned unit programming.
11. Any other duties as deemed necessary by supervisor or Camp Executive Director.
12. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Specialist Counselor

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking caring, hardworking, team focused individuals to join our team as Specialist Counselors. Specialists supervise a specific cabin group and ensure they have a positive camp experience as well as spend the majority of their camp day at an activity area, leading programming for different groups. Specialist positions include: lifeguards, waterski instructors, ropes course staff, art staff, drama specialist, sports specialist, nature specialist, and dance specialist.

A Specialist is ultimately responsible for each of the campers assigned to them and their mental and physical wellbeing as well as the daily execution of programming at their area. Ideally, this person would have experience in and a passion for working with children as well as experience in their activity area. They must be mature, responsible and act as a role model for their campers at all times.

Dates of employment are June 4 or 5-August 6 (depending on specialty) with 6 days off throughout their time at camp. The Specialist will report to their assigned age group supervisor (Unit Head) as well as area supervisor (Area Head) or the Director of Operations.

### Qualifications:

1. At least 18 years of age or a high school graduate.
2. Previous experience attending summer camp preferred.
3. Previous experience working with children preferred.
4. Certification in specialty area if necessary.
5. Previous experience teaching activities relevant to their area preferred.
6. Understanding of customer service.
7. Must be able to work in a flexible and team driven work environment.
8. Strong communication skills.
9. Ability to establish and maintain effective relationships with campers, staff, and supervisors.
10. Ability to listen well, resolve conflicts, and perform as a role model in a fast-paced and demanding work environment.

### Duties and Responsibilities:

1. Supervise all campers in assigned cabin.
2. Spend the majority of the camp day at assigned specialty area.
3. Remain alert, present and engaged when campers are present.
4. Ensure the highest level of safety at all times.
5. Assist the Unit Head in creating unit programs.
6. Plan and implement elective programs.
7. Participate and be on time to in all camp programs.
8. Know and enforce all camp rules.
9. Assist camp community in supervision of all Camp Livingston campers.
10. Maintain supervision during all camp meals.
11. Sleep in cabin with campers nightly.
12. Supervise bedtime every other night or every third night (dependent on co-counselor assignments) in cabin following appropriate rules and guidelines.
13. Work in cooperation at all times with Co-Counselor.
14. Maintain a professional working relationship with all members of the Camp Livingston staff.
15. Report any extreme camper behavior to assigned Unit Head.
16. Complete nightly camper forms in coordination with Co-Counselor.
17. Take campers to the Health Center when necessary.
18. Be present and awake in cabin during rest hour and any other times when campers are in cabin.
19. Assist in opening camp during staff training, maintaining camp and cabin cleanliness throughout the session, and assist with the closing of the camp once campers have departed.
20. Help manage any camper satisfaction issues.
21. Help manage any challenges in cabin or group dynamics.
22. Observe camper's grooming and personal care, including eating habits – bring concerns to supervisor.
23. Determine if campers are sending mail home and also if they are receiving mail.
24. Assist the Area Director in the implementation of group activities, both cabin activities and elective programming.

25. Help maintain cleanliness and organization of supplies at the activity area.
26. Enforce counselor participation with their campers at activity area.
27. Help with activity area special projects or visiting groups as needed and assigned.
28. Any other jobs or responsibilities that may be assigned by Senior Staff.
29. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Sports Director

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking a highly motivated and team focused individual to join our team as the Sports Director. Ideally, this person would have previous experience in teaching a variety of sports and a passion for and knowledge of the various sports.

Dates of employment are May 31-August 6, with 6 days off throughout the summer. The Sports Director will report directly to the Director of Operations and is a member of the summer leadership team.

### Qualifications:

1. At least 21 years of age.
2. Previous experience teaching team and individual sports preferred but not required.
3. Highly organized, punctual and flexible.
4. High degree of self-motivation and capable of working independently, while at the same time possess the skills needed to be a team player and contribute to collaborative projects.
5. Past attendance or employment at summer camp preferred but not required.
6. Management experience preferred but not required.
7. Ability to lift supplies and equipment and remain outdoors for the majority of the day.

### Duties and Responsibilities:

1. Manage the summer sports programming at camp.
2. Plan and execute the day-to-day activities for each group, adjusting offerings to fit the age and skill of participants.
3. Create program plans for cabin rotations and elective programming (including supplies needed) and submit plans to Programming team at least 5 days in advance of any activity.
4. Perform daily checks on sports equipment and facilities, assuring the highest level of safety.
5. Clean and organize all area supplies and equipment daily.
6. Inventory all supplies at the start and end of each session; complete supply requests for anything needed in a timely manner.
7. Create the schedule for sports specialist counselors, including coordinating hours/days off and assuring the athletic field is staffed appropriately for each activity period.
8. Communicate schedule changes due to weather or unforeseen circumstances to Programming team and specialists as soon as possible.
9. Manage all sports related special programs and tournaments.
10. Participate in all regular Senior Staff duties.
11. Participate in assigned unit programming.
12. Any other duties as deemed necessary by supervisor or Executive Director.
13. Must adhere to all other code of conduct as outlined in the staff handbook.

### Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554



## Camp Livingston – Unit Head (Golan, Masada, or Chalutzim)

Camp Livingston is a residential summer camp in Bennington, IN that serves 300 campers, ages 7-18, and employs over 60 staff, 18 and older. Camp Livingston has provided life changing summers and the opportunity for growth for children and young adults since 1920.

We are seeking an organized, highly motivated individual to join our team as a Unit Head. This job description is for three individual positions, the Golan Unit Head (Grades 2-5), the Masada Unit Head (Grades 6-7) and the Chalutzim Unit Head (Grades 8-9). Unit Heads supervise a specific age group of campers and assigned counselors and specialist counselors at camp. Ideally, this person would have experience in and a passion for working with children in their age group.

Dates of employment are May 31-August 6, with 6 days off throughout their time at camp. The Unit Head(s) will report directly to the Assistant Director and is a member of the summer senior management team.

### Qualifications:

1. At least 21 years of age or entering senior year of college or equivalent youth work experience.
2. Previous experience working in a summer camp is highly preferred.
3. Highly organized, punctual, and possess word processing, email, phone, simple online form and database managing skills.
4. Understanding of Customer Service.
5. Must be able to work in a flexible and team driven work environment.
6. Strong communication skills.
7. High degree of self-motivation and capable of working independently.
8. Ability to establish and maintain effective relationships with campers, parents, staff, and community partners.
9. Some management experience is preferred.
10. Ability to calmly and confidently respond to emergency situations and manage crises should they arise.
11. Ability to resolve conflicts and perform as a leader in a fast-paced and demanding work environment.

### Duties and Responsibilities:

1. Staff Management
  1. Assist in the implementation of staff orientation.
  2. Identify specific needs of staff and implement plans to address their needs.
  3. Schedule regular meetings with individual staff and staff groups.
  4. Help the Assistant Director and the Camp Director in identifying group needs of the whole staff and suggest options to meet their needs.
  5. Maintain documentation of staff development.
  6. Regularly observe staff interactions in cabins, dining hall, activities, and program areas throughout camp.
  7. Provide regular informal and formal feedback to staff, including written evaluations twice per session (four times per summer).
2. Camper Management
  1. Review camper files with Assistant Director, Camp Director, Community Life Director, and Camp Nurses to determine specific needs of the individual camper and to provide staff with appropriate information.
  2. Meet with counselors regularly to check that campers are participating in camp programs and are doing well socially, emotionally, and physically.
  3. Help manage camper satisfaction.
  4. Help manage challenges in cabin or group dynamics.
  5. Complete assigned calls to families and communicate with families as needed throughout the camp session.
  6. Observe general camp activities and programs, participating with campers and staff whenever possible.
  7. Observe camper's grooming and personal care – bring concerns to attention of counselors and/or supervisor.
  8. Ensure that campers are sending mail home and receiving mail from home.
  9. Review all assigned camper reports (completed by staff) and meet daily with camper care team to review.
3. Programming
  1. Plan and implement unit evening programs (up to 8 per session), working with Programming Team to ensure activities are engaging and developmentally appropriate.
  2. Plan rainy day programs for unit and implement as needed.

3. Lead the planning and implementation of one all camp special day program.
  4. Lead the unit overnight or trip (on and/or off site).
  5. Manage the unit bunk night program, coordinating schedules, ensuring supply and food requests are submitted on time.
4. Other
1. Share in overall administrative responsibilities at camp.
  2. Complete regular Senior Staff duties.
  3. Any other duties as deemed necessary by supervisor or Executive Director.
  4. Must adhere to all other code of conduct as outlined in the staff handbook.

Benefits:

1. Salary dependent upon level of education and experience.
2. Room and board included in summer position.

Please contact Abby Solomon, Camp Director, at [abby@camplivingston.org](mailto:abby@camplivingston.org) or 513-793-5554