



Position: Head of Cubs

PRE-REQUISITES:

- Age Requirement 21+
- Certification Requirements: CPR, First Aid
- Ability to commit to contract dates to be determined but will include Leadership Training, Orientation and The 7- Week Camp Season
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew as determined.
- At least three years of experience teaching young children required preference will be given to candidates with Certification in Early Childhood Education or a similar degree
- Experience supervising and supporting others
- Ability to work as part of a team
- Ability to schedule staff members
- Ability to manage behavior in a positive manner
- Hard-working, flexible, organized, and patient

JOB DESCRIPTION:

Essential Job Functions

- Attend and participate in a pre-camp training program,
- Provide care and supervision for young children
- Eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

Head of Cubs

- Manages and runs the Cub Program (Childcare for staff children)
- Responsible for the maintaining the Cub Hut
- Plans and implements activities for children aged 1 - 7
- Develop schedules to ensure all children are well cared for
- Attend weekly meetings with the Unit Coordinator and share this information with other cub counselors

Non-Lodge Counselor

- May have additional Camp responsibilities and duties
- Does not live with campers

RESPONSIBILITIES:

- Submit weekly lesson plans
- Plan the cub activities based on their ages and interests
- Reports directly to the Unit Coordinator



- Manages time periods during which lessons, games and activities will be taught to Cubs
- Writes the cub activity report and completes any other paperwork as required
- Works with the Unit Coordinator to develop schedules
- Develop positive behavioral plans as needed
- Evening and morning babysitting a few times per week

STAFF TRAINING:

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings and utilize this information while running your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures, and evaluate all aspects of your department.

COMPENSATION PACKAGE:

Our compensation package is based on education, experience and length of contract. It includes:

- Salary based on the number of weeks you are contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract