

# NBB JOB DESCRIPTIONS - 2010

## 1. CABIN COUNSELLORS

- Hired for the entire summer, approximately 8 weeks (1 week of pre-camp training, 7 weeks of camp).
- Plan, organize, and carry out daily and weekly programs for cabins both individually and in teams.
- Live with campers in cabins, eat with them in the dining hall, and be responsible for the care, safety, health, and evaluation of each camper.
- Responsible for cabin and unit/section cleanliness, as well as general camp cleanliness.
- Most counsellors are not hired for a particular age group, but are assigned their placement during staff training based on their skills & experience and in order to meet the needs of camp.

**REQUIREMENTS: Valid First Aid (C.P.R. helpful)**

## 2. COUNSELLOR-INSTRUCTORS (SPECIALTIES)

- Hired for the entire summer, approximately 8.5 weeks (1.5 weeks of department preparation & pre-camp training, 7 weeks of camp).
- When the Specialty Department is open, prepare equipment, organize and teach lessons, and evaluate camper performance. *\*Special attention must be paid to providing a safe environment within the department.*
- When the Department is closed, perform all the duties of a cabin counsellor outlined above.
- Live with the cabin counsellors and the campers in a cabin, eat with them in the dining hall, and help provide for the care, safety, health, and evaluation of each camper.
- Hired to work at a specific specialty, but will not be hired to work with a particular age group; cabin placement will be according to skills, experience and the needs of camp.

**DEPARTMENTS/SPECIALTIES:**

|                              |                               |                               |
|------------------------------|-------------------------------|-------------------------------|
| Adventure (Ropes & Climbing) | Judaic Programs               | Swim                          |
| Archery                      | Land Sports                   | Tennis                        |
| Arts and Crafts              | Office                        | Tripping                      |
| Bikes                        | Paddle Sports (Canoe & Kayak) | Waterski                      |
| Drama                        | Radio and Entertainment       | Wind Sports (Sail & Windsurf) |

**REQUIREMENTS: SWIM**

- valid Instructors (Red Cross and Lifesaving Society)
- valid N.L.S

**WIND SPORTS, PADDLE SPORTS, WATERSKI, TRIPPING**

- valid Bronze Cross
- certificate of proficiency in specialty area (where requested/available)

**ADVENTURE, ARCHERY, ARTS & CRAFTS, BIKES, DRAMA, JUDAICA, LAND SPORTS, RADIO & ENTERTAINMENT, TENNIS**

- interest and proficiency in area
- certification (where requested/available)

## 3. CIT MENTOR

- Hired for the entire summer, approximately 8.5 weeks (1.5 weeks of department preparation & pre-camp training, 7 weeks of camp).
- In addition to being a CIT Mentor, are hired to work at a specific specialty
- Assist the CIT Directors with the overall coordination of the CIT program
- Live with CITs and provide them with training & guidance and assist with their evaluation
- Ensure the safety, health, and well being of the CITs in your care

4. **DEPARTMENT HEADS (SPECIFY SPECIALTY)** - *Supervisory Position*

- Hired for the entire summer, approximately 9 weeks (2 weeks of pre-camp training, 7 weeks of camp).
- Before camp, attend any training sessions during the spring in the city
- Before camp, assist in ordering and purchasing department equipment, and planning the overall department activity schedule.
- Responsible for providing a safe, properly equipped, well organized, and well supervised program area for all campers, CITs, and staff.
- Responsible for the daily and weekly scheduling, execution, and evaluation of activities
- Supervise and evaluate staff and CITs in the specialty area
- Maintain the cleanliness of the specialty area.
- As part of the overall Head Staff team, responsible for the development and implementation of all camp programs, policies, regulations, and overall camp cleanliness and will be involved in all areas of camp life.

**DEPARTMENTS:** see 'Counsellor-Instructor'

**REQUIREMENTS:** Minimum 3 years camp staff or equivalent  
Minimum 1 year College or University  
Specific Department requirements (see 'Counsellor-Instructor')

5. **UNIT/SECTION HEADS** - *Supervisory Position*

- Hired for the entire summer, approximately 9 weeks (2 weeks of pre-camp training, 7 weeks of camp).
- Before camp, attend any training sessions during the spring in the city
- Before the summer, prepare for the training of staff and programming for the unit/section.
- STAFF: provide training, supervision, and evaluation of staff
- CAMPERS & PARENTS: supervise a specific age group, be knowledgeable about campers, complete camper reports, liaise and keep in communication with parents
- complete administrative items, and organize and schedule cabin and unit/section programming
- Responsible for the cleanliness of the cabins in the unit/section
- As part of the overall Head Staff team responsible for the development and implementation of all camp programs, policies, regulations and overall camp cleanliness.

**REQUIREMENTS:** Minimum 3 years camp staff or equivalent  
Minimum 1 year College or University

6. **C.I.T. DIRECTORS** - *Supervisory Position*

- Hired for the entire summer, approximately 9 weeks (2 weeks of pre-camp training, 7 weeks of camp).
- Before camp, attend any training sessions during the spring in the city
- Before camp, coordinate CIT training sessions during the spring in the city
- Supervise counsellors-in-training, provide pre-camp and ongoing training, organize their placements
- Monitor the cleanliness of CIT cabins, enforce their curfew and other routines, and liaise with parents and camp administration.
- As part of the overall Head Staff team, responsible for the development and implementation of all camp programs, policies, regulations and overall camp cleanliness.

**REQUIREMENTS:** Minimum 3 years camp staff or equivalent  
Minimum 1 year College or University