

### **Welcome to Team Riback**

**The staff of JCC Camp Deeny Riback is a team striving towards one goal –  
to provide our campers with an AWESOME camp experience!**

#### **Team Riback Staff Member – General Job Description**

- ✓ Improve the campers' self-image and build confidence.
- ✓ Provide an opportunity for campers to develop a sense of responsibility and respect for others.
- ✓ Provide a safe environment where children can develop physically, emotionally and socially.
- ✓ Teach new skills and improve on old skills.
- ✓ Teach good sportsmanship behavior in all aspects of camp life.
- ✓ Present a wide range of choices to meet existing interest needs and develop new areas of interest.
- ✓ Develop a respect for the environment and teach respect for property of others.
- ✓ Ensure that staff and campers have a positive summer experience where memories of Camp Deeny Riback are created to last a lifetime.
- ✓ Do whatever is possible to ensure that each camper makes new friends.

#### **SPECIALIST - JOB DESCRIPTION**

- Specialists report directly to the Program Director and work closely with the Special Events Director.
- Specialists are critical to the success of the camp. They establish a trusting and supportive environment to facilitate new and exciting program areas. Specialists provide leadership in each of their skilled areas.
- A specialist is responsible for planning and running a specific activity area.
- It is the responsibility of the specialist to instruct the counseling staff as to their involvement in the program, either by assisting the specialist or by assisting campers during the activity. Campers will participate in an activity if their counselors participate.
- If a specialist is absent or unable to run the activity, the Program Director will offer alternative programming.

Specifically, specialists are responsible for the following:

1. Pre-plan and organize the program area. Provide age-appropriate programming and instruction in a safe and creative manner ensuring a quality activity area.
2. Responsible for submitting 8-week lesson plan prior to camp season.
3. "Lesson-plans" (5 days) with alternate schedule for rainy days and for absences.
4. Provide a list of needed materials for all projects. Care for and store all materials and equipment.
5. Responsible for teaching safety procedures to staff and campers and to be on constant alert for safety of all campers and staff.
6. Ensure that all campers finish and take home the quality projects they have completed at camp
7. Responsible to teach set-up and clean-up procedures to campers and staff.
8. Coordinate and assist camp on special events and shared activities. Assist with special programming and Shabbat programming.
9. Assist with special programming, rainy day and hot day programming and other camp programs.
10. Involved in special events: Maccabiah, Carnival, as well as security and busing.
11. Assist with all-camp activities such as lunch, snack, security, and camper arrival/dismissal.
12. Must be able to work and cooperate in a friendly relationship with campers, other counselors, unit leaders and administration.
13. Responsible for bringing closure to the programming area at the end of the summer and providing a complete list of materials to be packed and used for next season. Must submit a written end of summer inventory.
14. Responsible to provide an evaluation of all activities provided during the summer and offering suggestions for the next summer.
15. Other appropriate tasks, as needed by the Camp Director.
16. Support the vision and mission of the JCC and serve as a role model for campers and staff.