



**JOB DESCRIPTION  
KADIMAH UNIT HEAD**

**QUALIFICATIONS:**

1. At least 21 years of age
2. At least three years Resident Camp experience or equivalent
3. Strong Judaic background, knowledge
4. Programming experience for age group that is assigned

**Supervised By:**

1. Assistant Director
2. Camp Director

**SPECIFIC RESPONSIBILITIES:**

1. Work with counseling staff to create and implement a comprehensive camp program (daily scheduling; cabin living conditions; cabin, unit, all camp activities; etc.) for cabins geared towards the Kadimah age group.
2. During staff week provide insight, and training for Kadimah staff to prepare them for the age group. Make sure that staff are prepared and aware of their needs throughout the day (Help with adjusting to camp life, mediating social situations, traveling to/from activities, etc.)
3. Assist counseling staff with special needs and assist in solving problems. Be available to help them resolve issues concerning campers, staff, or administration members.
4. Design and assist in the implementation of special programs for counseling staff to use at special program times (i.e. rain, cancellations, emergencies, etc.)
5. Develop and implement unit-specific evening programs, or supervise and empower cabin staff to develop and implement programs.
6. Act as a program facilitator and to serve as a resource for program ideas and share skills throughout the camp (Help to include your age group seamlessly into all camp activities)
7. Maintain joint responsibility for the health and safety of the camp. Abide by and enforce all camp policies.
8. Attend and participate in administrative meetings as scheduled. Discuss Kadimah and advocate for its campers and staff.
9. Meet with counseling staff on individual and group level on regularly scheduled basis, at least twice per week (Be aware that some of the staff may require more individual meetings).
10. Assist in the writing and implementation of the Judaic program for your unit (Purpose being, to make it more fun and age appropriate) which will coincide with theme structured by the Senior Educator and Camp Director.

11. Evaluate each counselor's performance mid-point and at the conclusion of each session; in writing and verbally to the Assistant Director and Director.
12. Abide by and enforce all camp policies. Be jointly responsible for the health and safety of the camp and all that are present.
13. Walk Shmira Godolah (Super O.D.) -- supervise cabins at night, as assigned.