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ACTIVITY SPECIALIST JOB DESCRIPTION

Just as the job title implies, the Activity Specialist has a very *specialized* role in camp. Your first responsibility is as an instructor at one of the camp activities, however, when you are not at your activity and if you are living in a camper cabin, you act as an integral part of the cabin you are assigned to.

ACTIVITY SPECIALIST

Tamakwa has five activity periods in a day: two are in the morning and three in the afternoon. During those periods, you work as an assistant at an assigned activity. Your assignment will be based on a combination of your expertise and the camp's needs to staff your SPECIFIC activity area.

At your activity assignment, you will assist the Activity Leader in supervising, instructing, programming, securing safety, maintaining the facility and equipment, and the overall activity operation.

Your activity duties often extend **outside** the five periods to supervise events like tournaments, clinics and regattas during campers' free-play (a.k.a. Twilight).

Tamakwa's activities are all instructional and – in most cases – have their own award levels. Your job is to help carry out this goal, which requires that you be as skilled and self-sufficient as possible in your particular activity. Therefore, you will be using every opportunity to improve your own skills in the area, either by special training sessions or using your own unstructured moments on the job to practice and enhance your own award level.

Your primary identity within the camp family is member of your activity staff. By working together, meeting routinely, taking part in staff training, and presenting the activity to the camp in an exciting way, your activity staff affiliation should be a cohesive, organized and fun group experience.

In this activity portion of your role, you are answerable and responsible to the Activity Leader, who will be giving you feedback and job evaluations periodically throughout the summer.

OTHER RESPONSIBILITIES

During all other times of the day, if you are a live-in part of a cabin group, you will have most of the same duties as the other Counselors. Tamakwa guarantees 24-hour supervision of our campers. You help supervise your campers during wake-up, meal times, cabin clean up, rest hour, evening program, and bedtime...essentially, whenever you are not on duty for your activity. From getting the campers up in the morning and ensuring that they are wearing the appropriate apparel for the weather, to bedtime when you help settle them in for the night...you look out for their health, safety, hygiene, enjoyment, and their general interests toward getting the most out of the camp program.

The cabin group events that YOU WILL NOT BE TAKING PART IN include: canoe trips, cookouts (unless you're not on your Day Off), or any event that takes you out of camp, particularly when your activity is running. This is a very important distinction between your role and that of a Junior Counselor. You should NOT sign a Tamakwa contract if you are not prepared to live up to this or any part of this job description.

If you are living in a camper cabin, with respect to your cabin-counseling role, you are responsible to your Section Head. That is the person who will supervise your Section, hold Section staff meetings, enlist your help in planning special events, and give you feedback on your performance through periodic evaluations.

As a member of the general staff, you will be called upon to take on occasional tasks like Night Duty (routine rounds of camper cabins during staff free-time), Serving Duty, programming (helping to plan special evening or all-day events), and possibly other duties that require staff supervision.

Like every staff member at Tamakwa, as a Specialist you are hired with the hope that you will have a positive and enjoyable personal summer experience. But mostly you are hired to put the campers and the needs of the camp above all other priorities. Usually, it is through that priority – and the satisfaction that you have given to your campers some positive quality of yourself – that you will find the greatest reward and most fun in your summer at Tamakwa.

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