

Camp Kudzu
Job Description

Job Title: **Program Specialist: Newspaper**
Classification: *Volunteer*
Reports to: Activities Director

Position Purpose:

To further the mission of the camp through the development and delivery of newspaper activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management to the physical operation of the necessary equipment and facilities.

Essential Job Functions:

1. Develop and deliver a newspaper program that is appropriate for the age and ability of the campers
 - ◆ Create lesson plans that meet camp outcomes and the abilities of the campers.
 - ◆ Evaluate abilities of campers and staff.
 - ◆ Deliver progressive newspaper activities including but not limited to the production of a daily newspaper with news and stories of interest for the entire camp.
 - ◆ Evaluate the success of the newspaper program including suggestions for improvement.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ◆ Assist in the implementation of staff training for newspaper.
 - ◆ Train other staff in their responsibilities when at newspaper.
 - ◆ Ensure campers and staff follows safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the newspaper program area
 - ◆ Maintain the newspaper equipment including computers, printers, copiers, etc.
 - ◆ Ensure the security of the newspaper equipment when not in use.
 - ◆ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events.
- ◆ Willingness to help other staff, specifically cabin counselors when they need breaks by staying with their campers on a schedule that will be provided. This may include the period immediately following lunch called "shoes off" as well as immediately following the evening activity.

Equipment Used:

Camp Kudzu will provide all appropriate equipment, however staff should feel free to bring their own ideas regarding the best way to utilize the equipment to produce the best possible newspaper.

Qualifications

Experience in use of computers and software required to produce a "newsletter like" newspaper.

Knowledge Skills and Abilities:

- ◆ Training and experience in teaching children helpful but not required.
- ◆ Experience in the use of computers and publishing software.

Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, and assess its appropriateness
- ◆ Ability to enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Ability to observe staff behavior, and assess its appropriateness
- ◆ Ability to enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ◆ Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program.
- ◆ Willingness to live in a camp setting and work irregular hours delivering program in the facility available.