



Activities Director

Sons of Norway Fifth District Norwegian Heritage Camp

Qualifications

- Must be a minimum of 18 years
- Must have 1 year summer camp experience or related practical experience working with youth
- Must be emotionally mature, of high moral character, able to work under supervision to accomplish the camp objectives
- Have ability to carry out all general responsibilities
- Current CPR, First Aid certifications are a huge plus
- Language teaching experience
- Skills in cultural/recreational activity areas
- Experience working with children aged 9 to 15 years

Compensation

Starting at \$700.00, plus room and board (Compensation is established based on experience and qualifications)

Reports to:

Camp Director

General Responsibilities

- Attend, participate in all parts of staff orientation
- Lead staff orientation sessions at direction of the Camp Director.
- Be a leader and mentor to staff and campers
- Assist with program coordination & implementation of staff performance reviews
- Assume lead counseling duties and serve as a role model
- Create a safe environment in which participants feel accepted by staff and peers
- Serve as a role model in all language and cultural teaching
- Implement educational language curriculum
- Conduct and plan Norwegian Language classes
- Plan & lead cultural & evening programs
- Leading or co-leading Evening Program planning teams.
- Lead and coordinate a process for all sign-ups for activities throughout camp.
- Act as a leader or co-leader for camper learning groups as assigned, performing duties which include, but are not limited to:
 - Attending and assisting with all learning group activities.
 - Levels of assistance will vary, however the counselor will be required to participate in all activities including, Interessegruppe, Sprakttime, Allsang, Litt av Hvert, Sports, Viking Sports and Evening Programs.

- Coordinate and implement a process in which master lists are kept of all activities campers are enrolled in and staff is leading. These master lists should be turned in to the Camp Director.
- Live in a cabin with campers and staff performing duties which include, but are not limited to:
 - Preparing the cabin for camper arrival
 - Developing and implementing camper job duties
 - Maintaining order and safety in the cabin at all times
 - Monitoring the personal hygiene of campers and the sanitation of the cabin
 - Planning special events for your cabin groups as appropriate
 - Ensuring that the cabin group fulfills KP duties as assigned
- Overseeing the health and safety of campers during activities including monitoring campers' hydration and sun exposure
- Act as a member of one or more staff committees during camp.
- Supervise and assist in the development of one Junior Counselor assigned to you. With the assistance of the Camp Director, guide them along their staff development plan. At the end of the camp period, complete and evaluation of their work and provide this to both the Junior Counselor and the Camp Director.
- In addition to one Junior Counselor also oversee a minimum of two Counselors who will be assigned to by the Camp Director. Plan regular check-ins with them to provide praise and feedback in a timely and effective manner. At the end of the camp period, complete and evaluation of their work and provide this to both the Counselor and the Camp Director.
- Attend all staff meetings
- Familiarize oneself with the staff policies and perform in conjunction with all of these policies and procedures
- Participate on periodic evaluations of the overall camp operations, programs, and job performance
- Provide leadership and guidance to all campers on an ongoing basis
- Interpret to the campers all policies, procedures and rules of camp to campers and staff
- Be available to support all staff members, counselors, junior counselors, and directors.
- Serve as a resource to all staff.
- Advise other counselors as appropriate.
- Take the lead planning stabskvel (Staff Gathering).
- Take on a special captainship during camp. At the end of camp provide to the Camp Director a short report on your captainship area. This should include what went well, suggestions for improvement and documentation of any changes/suggestions made that year. This will be one of the following roles:
 - Idrett Mester: Overseeing the implementation and coordination of athletic activities throughout camp. A

- Spraktime Mester: Overseeing the implementation and coordination of all language curriculums throughout camp.
- Viking Mester: Overseeing the implementation and coordination of all Viking curriculum throughout camp. This includes the Fellowship of Yggdrasil, Viking Leker and the planning of a day long Viking Olympics. Plan and carry out Yggdrasil inductions. Track all Idrott accomplishments in the ledger in the proper category, with campers Norwegian and American name throughout camp.

Responsibility as a Staff Member

- Be familiar with and abide by specific policies set forth in the “Personnel Policies”, which are designated by Sons of Norway Fifth District Board, Camp Administrators and Camp Director(s)
- After receiving any communication (mailing, email, etc..), read all information carefully and thoroughly before arriving at Camp.
- Be advised the entire staff is under the direction of and is responsible to the Camp Director. While some positions are supervised by other staff, the Camp Director retains ultimate authority and responsibility for the Camp.
- Assist with setting up, maintaining and takedown of Camp.
- Speak Norwegian with the campers as much as possible.
- Live in community living arrangements, assigned according to sex; nearly all positions include living and sleeping in a cabin or other housing unit with campers of the same sex; positions that do not include living with campers do include living with other staff members of the same sex.
- Be prepared to use communal showers and bathrooms, assigned according to sex.
- Model standards for behavior and be sensitive to the health and welfare of the campers.
- All staff are required to take part in clean-up, inventory and evaluation of the program.

Essential Functions

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain constant supervision of campers
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the cabin group
- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Ability to train staff

- Observe staff and camper behavior
- See and respond to hazards
- Work with different age and skill levels
- Plan, conduct and evaluate designated activities
- Observe, assess, and coach the work efforts of staff being supervised

EEO Statement

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.