

Cub Camp Co-Chair 2021-2022

Requirements for 2021-2022

- Work closely with and help the Exec Team, your Partner, Counselors, and Professional Staff
- Attend, and be fully present at, weekly trainings and one on one's for Spring and Summer
- Attend all mandatory staff functions
- Work, at minimum, 10 hours per week for Cub Camp
- Carry out all Cub Camp jobs and assignments in a timely manner
- Attend the Leadership Retreat: January 12-14, 2022
- Uphold all policies and standards of Cub Camp
- Attend both Cub Camp Intensive Training and Cub Camp 2022 in their entirety
- See individual Position Description for more details

Minimum Qualifications

- Be enrolled in at least 12 credit hours as an undergraduate student at the University of Houston for Fall 2021, Spring 2022, and Fall 2022 semesters
- Remain in the Houston area during the full term, including summer.
 - Virtual accommodations for summer may be discussed.
- Have at least a 2.25 overall (cumulative) grade point average
- Have at least one year of Cub Camp staff experience
- Fulfill all responsibilities listed

Minimum Expectations

- Live by the mission and values of Cub Camp
- Put Camp Forward in every task you complete and conversation you have
- Maintain a professional working relationship with members of the Cub Camp Professional Staff
- Act as a professional student leader and maintain confidentiality within the organization
- Be prepared for an often thankless job that benefits thousands of people

Additional Responsibilities

- Support during recruitment events, interviews, and staff retreats
- Presence at All Staff Socials & with All Staff in general
- Remain up to date on Camp Schedule and Procedures not directly related to individual role

Important Dates

All dates as shown below are the current mandatory dates and should be included in future plans.

- **December 6: Application Due**
- December 8-16: Co-Chair Interviews
- December 17: Co-Chair Revelation
- **January 12-14: Leadership Retreat**
- January 21: Weekly Trainings Begin
- Jan. 31-Feb. 18: Counselor Recruitment
- February 19: Counselor App Review
- **February 21-28: Counselor Interviews**
- February 25: Namesake Welcome
- March 1-2: Counselor Group Interviews
- **March 5: Counselect**
- Week of March 7-11: Counselor Revelation
- **March 25-27: All Staff Retreat**
- April 1: Counselor Trainings Begin
- June-July: Weekly Co-Chair Meetings
- June-July: Weekly Individual Camp Meetings
- **August 4-5: Co-Chair Intensive Training**
- **August 10-12: All Staff Intensive Training**
- August 15: Pre-Set
- **August 16-18: Cub Camp 2022**
- August 19: All Staff Banquet

Co-Chair Position Description

Co-Chairs work with their partner, the other Co-Chairs, Executive Team, and professional staff to provide oversight of 12 Counselors in order to develop their leadership and ensure proper training for the execution of Cub Camp. This position is responsible for creating a unique atmosphere and running all programming for their individual camp during Cub Camp. This position is not only responsible for the selection and training of Counselors, but for managing and empowering their peers.

All duties listed below are not the responsibility of the individual Co-Chair but of the Co-Chair partnership.

Position Requirements

- **Counselor Recruitment & Selection**
 - Assist with the recruitment process for Counselors
 - Facilitate Counselor Group and Individual Interviews
 - Participation in Counselect process
- **Management of 12 Counselors**
 - Schedule workdays and one on one meetings
 - Assign tasks and hold them accountable
 - Facilitate conflict resolution as needed
 - Act as a mentor to each individual Counselor
 - Coordinate Individual Camp socials
- **Assist with Counselor Training**
 - Prepare for and facilitate all Individual Camp Times during retreats, Spring trainings, and Intensive Training
 - Identify areas of growth for individuals and your camp as a whole
 - Create additional training plans for summer workdays
 - Adapt training guides to best accommodate the needs and learning styles of your Counselors
 - Ensure that your camp is prepared for all camp discussions and understands the purpose of their duties
- **Work Closely with Namesake**
 - Consistent Communication with your Namesake
 - Inform your camp of what a Namesake is, and educate the counselors on your Namesake
 - Incorporate Namesake into socials and workdays
- **Development of Individual Camp Branding**
 - Facilitate the selection of Individual Camp Theme
 - Incorporate camp theme into all aspects of your camp culture
 - Oversee the design and creation of all individual camp branded items (Example: T-shirt, flags, etc.)
- **Management of Individual Camp**
 - Facilitate Check-In
 - Conduct Bus Rosters and Bed-checks
 - Facilitate Individual Camp Times
 - Ensure that your camp remains on schedule and cover on all learning goals
 - Adapt activities and discussions to best accommodate the needs of your Individual Camp
 - Facilitate conflict resolution as needed
 - Follow all Risk Management Procedures