

# Cub Camp Executive Team 2021-2022

## Requirements for 2021-2022

- Work closely with and help fellow student staff and professional staff members
- Weekly Exec Meetings and weekly one-on-one meetings for Spring and Summer
- Attend all mandatory staff functions
- Hold weekly office hours during Spring & Summer 2022
- Uphold all policies and standards of Cub Camp

## Minimum Qualifications

- 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
- Maintain at least a 2.50 overall (cumulative) grade point average
- One year of Cub Camp staff experience

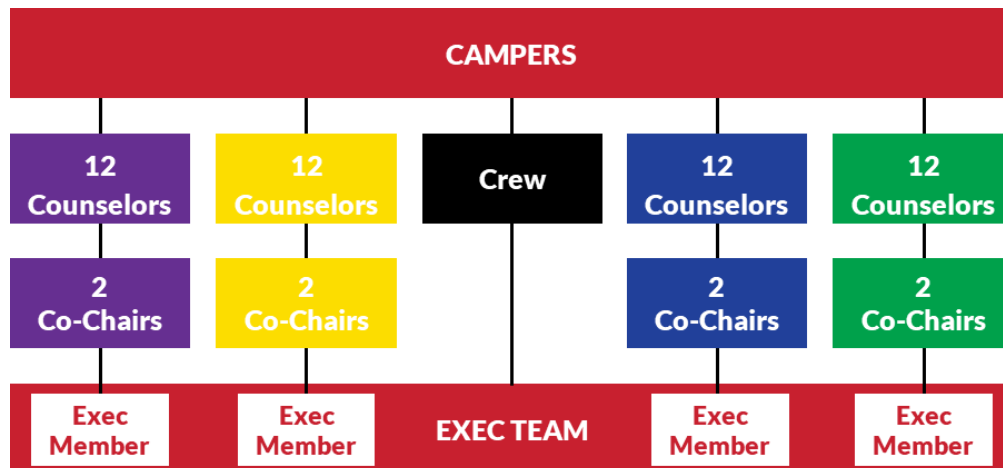
## Expectations for Exec

- Camp Forward attitude
- Maintain a professional working relationship with professional staff & Exec teammates
- Be prepared for an often-thankless job that benefits thousands of people

## Important Dates

- November 15: Exec Team Applications Open
- November 19: Exec Team Applications Due (5 p.m.)
- November 22-23: Exec Team Interviews
- November 24: Exec Team Selection
- December 3: First Exec Team Meeting
- December 17-18: Exec Training
- January 12-14: Leadership Retreat

## Cub Camp Organizational Chart



## Executive Member Position Description

Four executive members (Exec) make up the Executive Team. Exec works together to accomplish all aspects of Camp as defined below.

---

### **CO-CHAIR RESPONSIBILITIES**

---

#### **Selection & Onboarding of Co-Chairs**

- Update the Co-Chair application process and interview questions using competencies
- Coordinate and facilitate all Co-Chair interviews
- Work with Professional Staff to select and pair Co-Chairs
- Plan and facilitate Co-Chair Revelation and Retreat

#### **Oversight of Co-Chairs**

Each Exec will each be assigned to one of the four camps. In this capacity, you will:

- Host biweekly 1:1's with Co-Chairs
- Hold Co-Chairs accountable for due dates and other expectations
- Keep Co-Chairs informed of important tasks and updates through weekly communication
- Facilitate conflict resolution as needed and encourage growth within partnerships
- Mentor Co-Chairs throughout their role

#### **Responsible for all Co-Chair Training**

- Schedule all Co-Chair trainings
  - Prepare Co-Chairs for counselor recruitment and Counselect
  - Prepare for and facilitate all Co-Chair Trainings (Spring/Summer)
  - Plan and facilitate Co-Chair CCC
- 

### **COUNSELOR RESPONSIBILITIES**

---

#### **Selection, training, and onboarding of Counselors**

- Manage Co-Chairs through the counselor recruitment process
- Update counselor application and interview questions
- Coordinate and facilitate application reviews & Counselect process
- Coordinate logistics for and oversee Counselor Revelation

#### **Responsible for all Counselor Training**

- Update the Counselor Training schedule
- Plan and facilitate Counselor Spring Training & Intensive Trainings

#### **Responsible for All Staff Retreat**

- Coordinate all reservations/needs for All Staff Retreat
- Incorporate and train Exec & Co-Chairs for their roles in the Retreat

---

## **CREW RESPONSIBILITIES**

---

### **Selection, training, and supervision of Crew Team**

- Manage selection and training process for Crew Members
- Create training and responsibility breakdown
- Review and update all content and materials provided to Crew for accuracy and relevance
- Ensure that Crew are fully trained on all procedures

### **Manage all Hospitality at Camp with Crew**

- Create a process for Hospitality needs during Pre-Set
- Update processes for guest check-in and key check-out at camp

### **Manage Camp Inventory**

- Conduct full inventory of all Cub Camp supplies each semester
  - Evaluate camp supply needs and provide full list to Professional Staff
  - Pack all camp supplies and load U-Haul for Pre-Set
- 

## **NAMESAKE RESPONSIBILITIES**

---

### **Selection, onboarding, and management of Namesakes**

- Work to educate the campus on this opportunity
  - Coordinate recruitment efforts
  - Update application and manage process
- 

## **CAMP RESPONSIBILITIES**

---

### **Responsible for Risk Management Procedures**

- Review, update, and facilitate training related to all Cub Camp Risk Management Procedures
- Ensure that Cub Camp programming aligns with Risk Management procedures
- Manage bed check training and process

### **Pre-Set & Daytime Programming**

- Update all diagrams related to Pre-Set and Daytime Camp programming
- Update all checklists and manuals for the set-up/tear down of each event

### **Check-In**

- Ensure that staff are fully trained on all procedures
- Update all standard operating procedures as needed

### **@ Camp: Send-Off & Bring Back programs**

- Plan procedures and identify optimal locations/times for send-off/bring back events
- Ensure that Staff are fully trained on all procedures

### **@Camp: Evening Programs**

- Plan and facilitate the Cub Camp Talent Show
- Coordinate all Talent Show participants
- Plan and facilitate the Cub Camp Mixer
- Coordinate all supply and set-up needs for each program