

TRAIL BLAZERS
250 W 57th Street, Rm 1132
New York, NY 10019
212.529.5113

POSITION: Enabler

RESPONSIBLE TO: Assistant Camp Director or Camp Director

GENERAL RESPONSIBILITIES: Directly supervise 2-3 smallcamps including children, staff and support staff. Enable staff and children to realize their goals, provide group leaders with advice, expertise and emotional support in behavior management and problem solving. The enabler is expected to carry out the “General Responsibilities” for all Trail Blazer staff members.

SPECIFIC RESPONSIBILITIES:

1. Serve as a member of the camp’s administrative team.
2. Attend daily administrator meetings.
3. Have frequent contact with assigned staff members and co-working teams including support and constructive criticism.
4. Informally interact daily with children and staff.
5. Provide crisis intervention with children and staff when necessary.
6. Support assigned staff members in behavior management strategies, including one-on-one and group facilitation.
7. Maintain up-to-date knowledge of the inner workings of each group, including group dynamics, tidiness of smallcamp, and co-working relationships.
8. Conduct mid-season and end of summer written and oral evaluations of staff in conjunction with the Assistant Camp Director and/or Camp Director and the assigned Program Coordinator.
9. Supervise the writing of behavioral notes and agency reports.
10. Provide leadership during staff training and during the summer in-service trainings.
11. Actively participate in camp decision making.
12. Provide support to co-workers and the Camp Director as needed.
13. Assist with planning and coordinating program areas such as Round-Ups, Community Days, and other special events.
14. Work closely with Program Coordinators to assess program and lesson plans
15. Maintain clean and tidy living quarters.

16. All other jobs as mutually agreed upon with supervisor.

QUALIFICATIONS:

- Prior experience working with children.
- Bachelor's degree with a major or minor in behavioral or social sciences preferred.
- High level communication skills, both verbal and written.
- Working knowledge of human development with an emphasis in youth through early adulthood.
- Ability to co-work and engage in high level team work while concurrently demonstrating individual initiative and organizational skills.
- Experience in supervising adults preferred.
- Ability to work productively in a stressful environment.