

# CAMP ADLER

## Tribe Leader Job Description



**Reports To:** Camp Director

**Compensation:** Commensurate with experience

**Days and hours:** Session I: June 12 – June 30  
Session II: July 10 – July 28  
Monday – Friday: 8:30am – 4:00pm  
One day a week: 7:45am – 6:00pm  
One evening each session for Celebration of the Arts

**Responsibilities:** This position will be responsible to the Camp Director for

### Maintain and Manage Assigned Tribe

- Welcome Campers at the morning drop-off location.
- Escort Campers to the pick-up location at the conclusion of the camp day.
- Make sure all campers are picked up at end of camp day.
- Take morning tribe attendance and attendance at class turn-around. Report results immediately to Camp Director.
- Implement daily tribe activities.
- Facilitate class turn-around.
- Assist with classroom activities as directed by the faculty.
- Assist Camp Director with daily operations.
- Attend, mandatory pre-camp orientation sessions.
- Meet with Camp Director for daily briefing.
- Resolve and or report all maintenance and supply issues to Camp Director.
- Report in writing, any and all incidents, outside of normal activity to the Camp Director at the end of each Camp Day.
- Additional duties as assigned by the Program Director and/or Camp Coordinator.

### Before And After Care

- Arriving at least one day a week at 7:45 and staying until 6:00.
- Welcome before care campers at the morning drop-off location.
- Implement Activities with Campers

### Celebration of the Arts

- Attend Celebration of the Arts. This will be the night before the last day of camp of each 3 week session lasting until approximately 9:00 pm.
- Assist Camp Director with room, tent, and event set-up. This will occur between the end of the daily camp session and the beginning of Celebration Ceremonies.
- Ensure Campers safety at all times and help coordinate their timely scheduled performance arrival time.

### To apply:

Email a cover letter, resume, and two references to: [mbunder@adlercenter.org](mailto:mbunder@adlercenter.org)  
or mail to: David Adler Music and Arts Center, Molly Bunder, Program Director  
1700 N. Milwaukee Avenue  
Libertyville, IL 60048