



Cultural Camp Supervisor

Department: Native American Language Program Grant
Supervisor: Director of Elementary Bi-Lingual Curriculum
Status: Temporary / 140 hrs / see position timeline
Classification: Exempt

MISSION

The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:

Under the direction of the Dual Language Curriculum Director, the Cultural Camp Supervisor will manage Red Cloud summer and winter camp programs. Provide culturally appropriate leadership, direct, coordinate, administer and evaluate the camp's program activities and staff. To take the lead role in creating a positive environment to ensure camper and staff satisfaction. The Supervisor will be responsible for the camp(s) set-up and take-down.

RESPONSIBILITIES AND DUTIES:

Administrative

1. Cultural Camp Program Management
2. Manage the process of program development and evaluations for all camp programs, and camp staff;
3. Act as a leader, role model and resource person in overseeing the programming and execution of all camp activities and programs, including food service, recreational activities, handicrafts, and traditional teachings/activities;
4. Develop camp programs that incorporate traditional teachings, knowledge and activities;
5. Camp program management includes, Summer Day & Overnight camps and Children in Language Camp.
6. Other duties, as assigned.

Supervision:

1. Work with Red Cloud Curriculum Director to develop selection criteria, interview and select seasonal camp staff.



2. Responsible for camp counselors' weekly agendas and assignments of specific responsibilities; and, the review, approval and submission of timesheets for all staff;
3. Accountable for the proper supervision of staff to ensure quality of program is maintained, appropriate, and to ensure camper safety at all times;
4. Responsible for all aspect of staff management, including but not limited to hiring, orienting the Agency Policies and Procedures, time card (through ADP) administration, orienting to program areas, coaching and managing performance;
5. Work cooperatively with the camp program leaders to provide an effective; communication network keeping all stakeholders informed of all pertinent information and concerns addressed in a professional and timely manner;
6. Establish and maintain safety procedures as they pertain to the complete supervision of all campers and staff including submission of all relevant paperwork, incident forms, etc.;
7. Perform other duties as assigned or as needed

Other Program Duties:

1. Ensure facilities, equipment, materials/supplies are maintained and kept in acceptable, safe condition.
2. Maintain crisis management plan, including but not limited to, emergency procedures.
3. Responsible for opening and closing of the Camp.
4. Some weekend work during winter months is required.
5. Perform other duties as assigned or as needed

POSITION QUALIFICATION AND SKILLS:

- Post-secondary education in recreation or Indigenous social services, human services, or other relevant education
- Minimum 2 years in a camp environment, with supervisory experience.
- Minimum 2 years relevant experience working with Indigenous people and families in an educational context. - ***Alternatively, an equivalent combination of education and experience.***
- Knowledge of Indigenous culture(s) and urban Indigenous issues; Indigenous ancestry is an asset.
- Knowledge of contemporary off reserve Indigenous realities, particularly as they relate to familiarity with different learning styles and adolescent mental health challenges
- Ability to work independently, and on a team and to accept supervision
- Enthusiasm, sense of humor patience, and self-control
- Ability to work well with children with complex and multiple needs, youth, adults
- Ability to work and live together with other staff in camp
- Excellent organizational skills
- Demonstrated ability to prioritize and to take initiative
- Good communication skills (oral and written)
- Good interpersonal skills and ability to liaise with staff at all levels
- Recognition of the need for discretion and confidentiality in carrying out all tasks
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under the current legislation.



POSITION REQUIREMENTS:

- A valid driver's license and
- Current vulnerable sector police record check, or ability to obtain one and
- Current certification for CPR (adults/children) and First Aid Basics

POSITION TIMELINE REQUIREMENTS:

- May - 4 weeks @ 5 hours a week (four weeks of 5 hours) - 20 hours
- Summer School Camp - 4 weeks @ 30 hours a week – 120 hours
- Summer and Fall/Winter Language Gatherings - 4 gatherings @ 6 hours each – 25 hours

Certification: I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity, and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

To apply:

Send completed application and resume to

Brenda Bad heart Bull, Executive Director of HR

Mahpiya Luta/Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

brendabadheartbull@redcloudschool.org

Open Til Filled

This position is contingent upon the availability of grant funding.

Annual Contract for Cultural Camp Supervisor: \$ 5,000. Equivalent to \$25/hr