



Job Description

Job Title:	Summer Camp Counselor
Job Category:	Full Time, Temporary
Supervisor:	Camp Director
Job Summary:	Camp counselors are the primary caregivers of each camper. The Counselor is responsible for planning, teaching, coordinating and carrying out activities and guiding campers in their personal growth and daily living skills.

Schedule:

- Staff Training: June 8-13th
- Senior/Teen 1 Camp (Ages 13-17): July 9-14th
- Junior 2 (Ages 8-12): July 23-27
- Junior 1 Camp (Ages 8-12): June 18-22nd
- Teen 2 Camp (Ages 12-15): July 16-21
- Mini-Junior (Ages 7-9): July 30 – Aug 1

General Responsibilities

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout camp in order to meet the intended camper outcomes.
 - Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
 - Assure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - Responsible for leading and assisting with the teaching activities.
 - Actively participate in all program areas as assigned.
 - Provide for the progression of activities within the framework of individual and group interests and abilities.
 - Assist in program areas, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - Ensure that campers receive their medications as directed by the Camp Director.



- Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with resident camp director when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Director.
4. Be a role model to campers and staff in your attitude and behavior.
- Follow and uphold all safety and security rules and procedures.
 - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, sportsmanship, and cooperation.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

Relationships:

Counselors generally have regular relationships with kitchen staff, office staff, business and maintenance staff. It is helpful to identify the expectations of those relationships and communication between these groups of staff members.

Equipment Used:

Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles.

Qualifications: (Minimum Education and Experience)

- Must be 18 years of age.
- Must be able to obtain or become certified in First Aid/CPR. Training will be provided.
- Ability to interact with all age levels.



Staff Responsibilities:

- Attends all appropriate staff meeting and trainings.
- Understands and applies skills and knowledge related to safety and emergency procedures, self-care routines, cognitive limitations and basic teaching skills.
- Completes all assigned duties in allotted time frames.
- Identifies potential risks and investigates accidents while taking appropriate corrective action in each case.
- Maintains confidentiality
- Will refrain from the use of alcohol and controlled substances throughout camp
- Conduct yourself as a responsible staff member
- Set good examples with dress, speech and action
- Be responsible for assisting in the planning and implementing of camp workshops, small group discussions and activities.
- Be a responsible camp counselor and ensure campers are provided guidance toward a fun and safe camp week.
- Never punish a camper by ridicule or physical punishment.
- Urge safety at all times.
- Work as a team to plan and conduct all camp activities.
- See that all campers are involved in all activities. Make sure no one is excluded.
- Guide, suggest and develop a feeling of planning and doing things together.
- Be sure all campers understand they are responsible for their own behavior.
- Be sure that campers know they must remain on camp grounds at all times.
- Be on times for meals, classes and activities.
- Supervise food serving and dining room clean up when assigned.
- Be flexible.
- Feel free to discuss problems with any staff member.
- Put campers in front of your own enjoyment for the duration of the camp.
- Maintain good records for expense and time sheets.
- Keep property clean and clutter-less.
- Keep camp materials in order.
- Able to sleep in dorms, bunk bed style to ensure safety of the campers overnight.



Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a General Counselor position could be enduring, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc