

CAMP COUNSELOR

Counselors are responsible for supervising campers, leading daily activities, and contributing to the overall camper experience. Counselors play an integral role in the functioning and success of camp.

Requirements: 18+ and one year post high school experience

Reports to: Leadership Team, Director Team

Duties and Responsibilities as a Camp Counselor

1. Identify and meet camper needs
2. Carry out camp program
3. Fulfill other staff administrative roles
4. Attend staff training during pre-camp and in-service training
5. Assist in opening camp, including activity area set-up, equipment unpacking, cabin setup and cleaning, and basic grounds
6. Live in cabins with groups of approximately 8-9 campers and 2-5 counselors
7. Supervise and counsel campers, including:
 - a. Oversee all aspects of the campers' day including: morning routine, meal times, dorm clean-up, announcements / sign-ups, rest period, free time, getting ready for bed, and after-hours duty as assigned
 - b. Provide encouragement, support, and mentorship
 - c. Help each camper have fun, make friends, and build their self confidence
 - d. Recognize issues and provide opportunities for problem solving in the group
 - e. Enforce camp safety regulations and other rules and policies
 - f. Carry out established roles for supervising camper health
8. Communicate in a timely manner with a Director about any concerns related to the supervision of the campers as outlined above
9. Help campers choose activities and encourage them to try new things
10. Instruct campers in emergency procedures including fire drills and evacuation
11. Teach and lead activities daily, typically 4 periods a day, as assigned by the Program Director

12. Prepare for and actively participate in staff training and meetings
13. Set a good example for campers and others demonstrating punctuality, teamwork, sharing of clean up and chores, sportsmanship, manners, and a positive and collaborative attitude
14. Follow and enforce all camp rules and policies
15. Encourage respect for other people, the environment, personal property, camp equipment, and camp facilities
16. Manage personal time off in accordance with camp policy
17. Maintain good public relations with camper's parents and the local community
18. Assist in camp closing as directed, including:
 - a. Basic grounds cleanup
 - b. Cleaning and organizing cabins
 - c. Packing and storing supplies
 - d. Examining, cleaning, packing, and inventorying equipment
19. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required. Counselors may be assigned to other areas of camp including the Kitchen, Office, and Health Center.

Essential Functions and Physical Requirements

1. Ability to relate to youth and adults in a positive manner.
2. Demonstrate knowledge and skill in program areas.
3. Cognitive and communication abilities to plan and conduct individual and group activities with campers and staff to achieve camp goals.
4. Ability to observe staff and camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
5. Sufficient visual and auditory ability to monitor participants and staff, recognize potential hazards, and respond appropriately to ensure safety during all camp activities and programs.
6. 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.

7. Endurance including: prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and the ability to lift up to 50 lbs.
8. Eye-hand coordination and manual dexterity to manipulate equipment and perform camp activities.
9. Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
10. Ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.