



### *Counselor - Job Description*

Job Title: **Counselor**  
Classification: Seasonal  
Reports to: **Director**

#### Position Purpose:

Counselors are the primary caregivers for 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.

#### Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their tent group, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, 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 of 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 such as waterfront, trips, 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 camp nurse.
  - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp nurse and/or resident 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, and sportsmanship.

#### Other Job Duties:

- 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 on or near the waterfront.
- Write letters to parents summarizing the experiences and development of campers at the end of each session.
- Coach campers on setting goals in the “four spokes” philosophy and write a letter to each assigned camper that will be sent during the winter.

#### Qualifications:

- Must be entering senior year of high school or older.
- Must be able to obtain or become certified in First Aid/CPR.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels.

#### 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 campers and provide necessary instruction.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-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.