



## ***Job Description***

Job Title: **Day Camp Counselor**  
Classification: **Contracted**  
Reports to: **Camp 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 camper 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.
  - ♦ Assures 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 or assisting with the teaching of activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Provide for a progression of activities within the framework of individual and group interests and abilities.
  - ♦ Assist in program areas such as nature, 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 Health Care Manager.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with camp health manager and/or 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, and sportsmanship.
5. Represent the camp when interacting with parents or community members.
  - ♦ Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
  - ♦ Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

### Other Job Duties:

- ♦ Provide supervision for campers while campers are transported to and from camp during scheduled field trips off of camp property.
- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Attend all staff meetings that are scheduled throughout the summer.

### Relationships:

- ♦ Communicate needs of campers to kitchen manager. For example, if your group needs later lunch due to an outing, or food for traveling with.
- ♦ Maintain an appropriate inventory of supplies to run your camp programs. When needed, communicate materials needs to camp director at least 48 hours before the items are needed.
- ♦ Maintain a professional relationship with other staff members when at work.

### Equipment Used:

- ♦ Counselors may be asked to use specialty program equipment. Some may be asked to drive camp vehicles.

### Qualifications:

- ♦ Preferred 18 years of age or high school graduate.
- ♦ Must be able to obtain or become certified in First Aid/CPR.
- ♦ Must submit health history record and prior to first day of work.
- ♦ Ability to interact with all age levels.

### Knowledge, Skills, and Abilities:

- ♦ Understanding of the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrated knowledge and skill in 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 endurance 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 work with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.