

JOB DESCRIPTION

Position: General Counselor

Desired Qualifications:

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to teach at least one activity
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self control
- At least 19 years old or 18 with one year of college
- Current CPR and first aid certifications

Responsible To: Directors, Assistant Director, and Program Director

Camp Goals: To provide a safe, non-competitive, largely team-oriented wilderness adventure program through which children can have fun, make friends, and build self confidence by tackling challenges and developing new skills.

General Responsibilities:

- To supervise campers, including enforcing safety regulations
- To identify and meet camper needs
- To carry out camp programs
- To fulfill other staff administrative roles

Specific Responsibilities:

- To attend staff training during pre-camp and in-service training
- To assist in opening the camp, including activity area set-up, equipment unpacking, inventory, cabin/tipi setup and cleaning, and basic grounds cleanup such as clearing vegetation around cabins and other structures for fire breaks
- To live in cabin groups of approximately 10 campers and 2 counselors or tipi groups of approximately 6 campers and 1 counselor
- To supervise and counsel campers, including overseeing all assigned aspects of the campers' day including morning reveille, tipi/cabin/restroom/dining hall clean-up, meal times, rest hour, free time, evening activities, getting ready for bed, and after-hours duty as assigned, providing encouragement, support and friendship, learning the likes and dislikes of each camper, helping each camper to have fun, make friends, and build his or her self confidence, providing opportunities for discussion of individual or group problems or concerns, recognizing and responding to opportunities for problem solving in the group, enforcing camp safety regulations and other rules and policies, and carrying out established roles for supervising camper health

- To develop cabin or unit activity plans with campers as appropriate
- To help campers plan their participation in unit-wide or camp-wide programs, special events, and activities
- To develop opportunities for interaction between campers and staff
- To instruct campers in emergency procedures such as fire drills, evacuating the tipi/cabin/camp, etc.
- To assist in teaching or leading at least one activity, as assigned
- To prepare for and actively participate in staff training and meetings
- To set a good example for campers and others by practicing the traits of cleanliness, punctuality, team work, sharing of clean-up and chores, sportsmanship, and table manners
- To follow all camp rules and policies
- To encourage respect for other people, the environment, personal property, camp equipment, and camp facilities
- To manage personal time off in accordance with camp policy
- To maintain good public relations with campers' parents and the local community
- To submit all required reports on time, such as accident reports, end-of-camp feed-back report, end-of-camp equipment checklist/inventory report
- To assist in camp closing as directed, including basic grounds cleanup, taking down and storing tipis and staff tents, cleaning and organizing cabins, packing and storing cabin equipment, examining, cleaning, packing, and inventorying program equipment
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions:

- Cognitive and communication abilities to plan and conduct group and individual activities to achieve camp goals
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Possess strength and endurance required to maintain constant supervision of campers
- Ability to carry out all duties at an elevation of at least 6,200 feet
- Possess physical ability to move about the camp
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, or injury), and to communicate via radio and telephone to summon help