

## Camp Counselor Job Description

Classification: *Exempt, Hourly* Reports to: *Camp Directors*

### Position Purpose:

Counselors are the primary caregivers for campers. 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 Cabin 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, and environmental appreciation.
  - ♦ 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 MDC/AO's Philosophy 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, 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 Camp Directors and the Inclusion Director.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with Camp Directors/Inclusion 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 Directors.
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:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Provide supervision for campers while they are transported to and from camp or during scheduled field trips off of camp property.
- ♦ 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.
- ♦ Complete paperwork as needed for camp incidents, injuries, etc.

- ♦ Help with gear/camp preparation in the morning and packing and cleaning tasks at the end of each camp day

Equipment Used:

- ♦ Use, care and maintenance of camp vehicles and driving may be required.
- ♦ Use, care and maintenance of camp program equipment such as: climbing harnesses, fishing poles, boats, and power tools may be required.

Qualifications:

- ♦ Must be 21 years of age and have completed at least one year of college.
- ♦ Must be able to become certified in First Aid/CPR for youth and Universal Precautions. Lifeguarding may be required at some locations.
- ♦ One season of working with youth ages 4.5 to 14 in a camp or educational setting
- ♦ Must submit health history record and other human resources forms prior to first day of work.
- ♦ Ability to interact with all age levels.
- ♦ Valid driver's license and good driving record
- ♦ Be qualified as a Colorado Department of Health/Human Services Program Leader: must have 3 months of full-time or equivalent part-time satisfactory and verifiable experience with school-age children in such areas as Sunday school, scouts, sports, or baby-sitting.

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 such as: hiking, fishing, and orienteering.

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.
- ♦ Maintenance of endurance for activities 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 range of hearing and eyesight needed to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs
- ♦ Ability to withstand daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.