

# CAMP JUMP START

## General Counselor Job Description

### Desired Qualifications

- Previous camp experience preferred
- Desire and ability to work with children and adults in camp setting
- Ability to relate to one's own peer group
- Ability to accept supervision and guidance
- Ability to teach an activity
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self-control
- High school graduate/ equivalent and 18 years old

### Responsible To

Head counselor and/or Camp director

### General Responsibility

To identify and meet camper needs.

### Specific Responsibilities

1. Learn the likes and dislikes of each participant.
2. Recognize and respond to opportunities for problem-solving in the group.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Provide opportunities for discussion of individual or group problems or concerns.
6. Help each participant meet the goals established by the camp for camper development.

### General Responsibility

To carry out camp programs.

### Specific responsibilities

1. Guide cabin and individual campers in participating successfully in all aspects of camp activities.
2. Carry out established roles for supervising camper health.
3. Carry out established roles in enforcing camp safety regulations.
4. Develop cabin plans with participants as appropriate.
5. Supervise all assigned aspects of the camper's day including morning call, cabin clean-up, meal times, rest hour, evening activities, getting ready for bed and after-hours as assigned.

6. Instruct campers in emergency procedures such as fire drills, evacuating the cabin, unauthorized intruders, etc.
7. Help campers plan their participation in camp programs, special events and activities.
8. Assist in teaching or leading an activity as assigned.
9. Lead by example. You are to be where you are to be when you are to be there!

#### **General Responsibility**

To fulfill other staff administrative roles.

#### **Specific Responsibilities**

1. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
2. Set a good example for campers and others including cleanliness, punctuality, sharing clean-up chores, sportsmanship and good manners. . If your camper's fail to live up to expectations...remember it is YOUR job and YOU will be evaluated for it.
3. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
4. Encourage respect for personal property, camp equipment, and facilities.
5. Manage personal time off in accordance with camp policy.
6. Maintain good public relations with campers' parents.
7. Submit all required reports on time.
8. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

#### **Essential Functions**

- \*Be physically able to accompany the campers to any of the camp activities
- \*Be able to communicate verbally with campers and provide instruction
- \*Have visual ability to recognize hazards in the camp setting as well as physical symptoms of camper injury or illness
- \*Have auditory ability to respond appropriately to hazards and any camper concerns
- \*Be able to observe camper behavior in daily camp life, to respond verbally to health and safety concerns, and to deal appropriately with any improper behavior

**\*\*\*\*You are the eyes and ears of the head staff! It is your responsibility to notify your supervisor if you are concerned about the health and well-being of your campers. YOU will be held accountable. Follow your chain of command until you feel that you have been heard.**

# PERSONAL REFERENCE 1

Camp Jump Start  
3602 Lions Den Road  
Imperial, MO 63052

## CAMP JUMP START

Please complete the following information

\_\_\_\_\_ has applied for a position at  
Camp Jump Start where he/she will be living with and supervising children.  
Please take a few minutes to tell us how you perceive the applicant in each of the  
following categories and return the form. Thank you for your help.

Please indicate with a checkmark below the candidate's ability to:

Category	Excellent	Very Good	Average	Fair	Poor	N/A
Work with children						
Fulfill commitments and responsibilities						
Maintain confidentiality						
Exhibit emotional maturity						
Communicate verbally						
Take initiative						
Be courteous and polite to others						
Work as a member of a team						
Accept redirection or constructive criticism						
Follow instructions						
Work independently						
Perform tasks						
Understand and adhere to organizational structure, policies and procedures						
Manage stressful situations						
Be flexible/adaptable to change						
Be prompt						

Comments (may continue on back) \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ How do you know the applicant? \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Daytime Phone Number ( ) \_\_\_\_\_ Date \_\_\_\_\_

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