

# **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.**