

Camp Counselor

Job Description



Position Purpose:

Counselors report to the Camp Director(s) and 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. Note, this position will receive assistance from YMCA Camp Duncan staff during scheduled program activities.

Essential Job Functions:

- 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
 - Follow behavior policy guidelines and work with Camp Social Worker/Licensed Counselor to address behavior issues.
 - Function as a team member by fully cooperating/collaborating with all other camp staff.
- 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 during downtime.
 - 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 waterfront, nature, all camp activities, and arts and crafts as directed.
- 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 Nurse/Physician.
 - 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.
 - Ensure campers follow all camp safety rules/procedures at all times.
- Be a role model to campers and staff in your attitude and behavior.
 - Staff must follow and uphold all safety and security rules and procedure.
 - Set a good example to campers and others in regard to general camp procedures and practices including safety, sanitation, schedule, and sportsmanship.
 - Maintain high standards of health, safety, and personal hygiene for yourself.
- 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. Staff are expected to clear feedback and information given to parent(s) with the Camp Director before communicating with any parent(s).

- Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Carryout other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

Relationships:

Counselors generally have regular relationships with YMCA Camp Duncan staff with specific guidelines regarding kitchen staff, Program Specialists, business and maintenance staff. CAMP – A FASD Community staff are expected to fully cooperate and comply with all YMCA Camp Duncan rules, regulations, and policies as communicated by YMCA Camp Duncan staff.

Equipment Used:

Counselors may be asked to use fire protection equipment, and specialty program equipment.

Qualifications: *(Minimum Education and Experience)*

- Must be 18 years of age or high school graduate.
- Must be willing to become certified in First Aid/CPR, if not already.
- Must submit a record of health history.
- Attend mandatory FASD training prior to camp.

Knowledge, Skills, Abilities, Personal Attributes and Attitudes:

- Emotional maturity and stability.
- Physical stamina.
- Sensitivity and empathy toward others.
- Ability to work as part of a staff team and seek ways to support other staff.
- Focus on campers needs ahead of personal needs.
- Ability to work with a group; lead it in a positive direction, and encourage campers to become actively involved.
- Aware of and ability to intervene if a camper(s) bully, scapegoat, tease or put down others
- Ability to interact with all age levels.

Understanding 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.

Responsible To:

- Supervised by Camp Director(s)

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 20 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.