

Camp Foley

Job Description

Job Title: **Camp Counselor and Activity Instructor**

Reports to: Marie Schmid and Alli Faricy

Position Purpose:

Counselors 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.

Position Responsibilities

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout camp.
 - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - 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.
 - 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, but not limited to, waterfront, sports, shooting activities, nature, all camp activities, and fine arts 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 health care manager.
 - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident 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.
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.
5. Be willing and able to do behind the scenes work including but not limited to cleaning, cooking and food service, janitorial work, and yard work. Sometimes up to 8 hours in one day.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned, both on land and at the waterfront.
- 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.

Relationships:

Be able to have positive working relationships with campers, parents and coworkers including supervisors, maintenance staff, office administrators, support staff and contracted staff such as bus drivers and delivery service people.

Equipment Used:

Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Qualifications: (Minimum Education and Experience)

- Must be 18 years of age or high school graduate.
- If working at the waterfront, must be able to obtain or become certified in First Aid/CPR/Lifeguarding.
- Must submit health history record form prior to first day of work.
- Ability to interact with all age levels.

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 designated camp program areas.

Essential Functions

- **Emotional resiliency** to handle stressful situations appropriately and cognitive abilities (mental skills) necessary to carry out job responsibilities
- Ability to establish and maintain **appropriate professional relationships**
- **Interpersonal skills** (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity, to work as part of a team and to maintain appropriate boundaries.
- **Physical endurance** to be on one's feet walking, bending, twisting, reaching above head, carrying items, in other words, being physically active, for 4 continuous hours and the ability to run or walk fast 1/8 of a mile without stopping and to maintain constant supervision of campers
- Ability to **read, understand** and follow printed instructions in **English including describing a camper's experience** in a one-page letter
- Ability to **assist campers in an emergency** (fire, evacuation, illness, injury)
- Ability to **observe camper behavior**, assess its appropriateness and apply appropriate behavior-management techniques
- Possess **visual and auditory ability** to identify and respond to environmental and other hazards related to the camp program
- Ability to work in a **variety of outside weather conditions** – heat, cold, humidity, wind, precipitation, lake water, wooded areas and environmental factors associated with the out of doors.
- Personal **skills, certifications and experience** to perform responsibilities in position(s) hired

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