

Camp Shaw-Waw-Nas-See Job Description

Job Title: **Cabin Counselor**
Classification: Exempt (Seasonal)
Reports to: Head Counselors

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.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, 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.
 - ◇ 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 the mission 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.
 - ◇ Lead/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.
 - ◇ Pay attention 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.
 - ◇ Pay attention to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the 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.

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.
- ◊ 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.
- ◊ Help clean-up camp to prepare for the next group and perform daily maintenance/clean-up tasks as assigned, which may include kitchen duties.

Equipment Used:

Staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some will be trained to drive camp vehicles (although not transporting campers).

Qualifications: (Minimum Education and Experience)

- ◊ Preferably 18 years of age or successfully completed the Camp Shaw CIT 2 program, or 17 years old with special permission of the camp director.
- ◊ Must submit a health history record prior to the first day of work.
- ◊ Ability to interact with all age levels.
- ◊ Current Food Handler Certification (highly desirable but not required)
- ◊ Current certification in First Aid & CPR (highly desirable but not required)
- ◊ Current lifeguard certification (desirable but not required)

Knowledge, Skills, and Abilities:

- ◊ Desire and ability to work with children in an outdoor setting.
- ◊ Understand the development needs of youth.
- ◊ Ability to relate to youth and adults in a positive manner.
- ◊ Demonstrate knowledge and skill in designated camp program areas.

Physical Aspects of the Job:

- ◊ Ability to communicate and work with groups participating 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.

Some physical requirements of a cabin counselor position will require endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate equipment and facilitate camp activities; requires normal range of hearing and eyesight and the ability to lift up to 25 lbs in order to fulfill job duties; 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 insects, snakes, bats, etc.

