

## Job Description For Kamp Counselor

### **Minimum Qualifications**

- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Ability to assist in teaching an activity.
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- High school graduate or equivalent, or at least 18 years of age.

### **Responsible To**

Summer Director, Unit Leader, Program Directors and Executive Director

### **Camp Goals**

To Assist in every Day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camping Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit.

Encourage individuality and creativity in staff and participants.

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences.

### **General Responsibility**

To identify and meet camper needs.

### **Specific Responsibilities**

- To act as a general counselor for "regular" campers or in the case of special need's campers, one counselor for two campers and in some cases one on one. Learn the likes/dislikes of each participant.
- Motivate campers to participate in all activities and act as a team player in their group.
- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for interaction between campers and staff.
- Provide opportunities for the group so that each individual experiences success during camp.
- Provide opportunities for discussion of individual or group problems or concerns.
- Help each participant meet the goals established by the camp for camper development.
- Evaluate division or unit staff, and assist staff in setting objectives so that they can meet the expectation of activity supervisors.
- Formally evaluate staff at least twice a season, conducting other evaluations as necessary.
- Supervise and check the writing of all final staff reports as they pertain to campers and program.
- Assist in evaluating the entire camp operation with suggestions for the following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **Those Assigned Supervision Of Campers:**

- Must supervise all camper/s assigned to him/her and be responsible for their health, safety and welfare.

- Campers must be supervised at all times, especially at the pond, pool and on hikes.
- Must remain in assigned areas for activities and eat at the assigned tables with your assigned group.
- Should watch for problems in individual campers and between campers and try to correct them with or without assistance.
- Should be on the lookout for any situation that is or could become hazardous. Reporting it to the Summer directors or health director (this includes physical hazards in living, dining, and activity areas).
- Should know his/her campers well enough so that he/she can help them find satisfaction through their camp experiences.

### **Job Description For Kamp Counselor Continued**

#### **Those Assigned Supervision Of Campers Continued:**

- The information we receive on campers is confidential, that some of the information you receive on campers is confidential, and if some personal information is mentioned to the other campers it may create a real problem for the camper and even the entire cabin. Be very careful on what you say and mean in front of your campers. Remember that rumors can cause serious problems.
- Each counselor will receive lists with the name of each camper and general information on each camper, such as age, sex, medical problems, and food restrictions. Restrictions on camper applications may not always be correct or complete. Thus lets be safe, if camper states they have a restriction, let's listen to them. A good time to tell the senior staff is on Sunday when you bring your camper to the infirmary for their health check. But if an activity such as swimming comes before this, contact the office or a senior staff member.

#### **During Activities:**

- Must take over any program if and when asked by the Activities director.
- Should work hard, carry his/her share of the camp workload. Should be ready and willing to help out if there is a problem or emergency, which requires extra work.
- Must listen to and, if necessary, accept suggestions made by the camp directors concerning his/her cabin.
- Should do his/her best, through his/her skill, enthusiasm and understanding.
- To provide an active, educational, and enjoyable experience for each camper.
- You will always need to motivate the campers in all activities.

#### **General Comments:**

- Should help keep living, dining, and activity areas clean.
- Should bring any unresolved problems or conflicts to the camp directors. Criticism and quarrels among staff will not be tolerated. Any differences of opinion with other staff members should be settled away from the campers.
- Read and follow "Rules Governing Kamp Personnel" (found elsewhere in this manual).
- As a counselor you are responsible for the campers you are assigned to. As a staff person you should never interfere with the way another staff person is doing their particular job. You may not know certain facts or requirements. Express your concern in private with one of the senior staff members. Do not take it upon yourself to preach or dictate to another staff person.

#### **Essential Functions**

##### **Must be able to**

Educate Participants

Observe participant's behavior

Identify and respond to hazards  
Work with different age and skill levels  
Plan and conduct activity.  
Assist campers in emergency (fire, evacuation, illness, or injury)  
Observe loading and unloading of buses and vans  
Possess strength and endurance required to maintain constant supervision of campers.

**WORK HOURS:** Workweek will be from Sunday at approximately 12:00 pm. until Saturday after the campers depart around 12:00 pm. Every Sunday the counselor incharge of each cabin is required to go to bed with the campers. You must stay in the cabin. Most other evenings, except when you have night watch duty, you will have a break from when your campers are asleep until 1:00 am. We will make every effort to give four 30-minute breaks during the day and one night off during the week. Your campers are your first concern and your break will begin after your kampers are taken care of. Mandatory curfew is 1:00 am without question and no exceptions. Night security will inform the summer directors and the executive director of any problems along this line.

**All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.**

**NIGHT OFF:** We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

**SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF**

**THINK SAFETY THINK CARING THINK SAFETY THINK  
CARING**

I have read the above job description and understand my responsibilities.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Signature

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Date