



Job Description

SACANDAGA

Program

Title: Cabin Counselor

GENERAL DESCRIPTION: 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. He/she will also plan and present or coordinate camp activities and programs. This person will also be required to participate in other camp related duties.

QUALIFICATIONS

1. Must be at least 18 years of age and completed one year of college.
2. Previous experience supervising youth 8 to 16 years of age.
3. Competency in a camp skill such as, but not limited to: song leading, crafts, recreational activities, group leading, etc.
4. Desire and ability to live & work with children outdoors for extended periods of time.
5. Ability to relate to one's peer group.
6. Ability to teach effectively in one of the following Course Areas: Creative Arts, Waterfront or Environmental Education
7. Ability to accept supervision and guidance.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.
10. Current, valid certification in ARC First Aid and CPR or equivalent. -Class may be offered during staff training

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.
 - 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.
 - 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.

- Maintain cabin area in a neat, clean and safe manner at all times.
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.
 - Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- Be flexible and willing to change routine. Work assignments may be reassigned & duties may be assigned as necessary.
- Be willing to cooperate with Campfire Council members, volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- Turn in all assigned paperwork, thoroughly complete and on time.
- Manage personal time off in accordance with camp policy.
- Consistently and completely perform responsibilities of the position in an independent manner.
- When requested by the Director, perform tasks required for the successful operation of the camp.
- Inform the Director of problems or unusual activities that pertain to camp.
- Assist in conducting initial and end of season camp-wide cleaning, inventory and storage.
- At end of season, evaluate current season and make recommendation for following season.

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.
- Physical endurance for 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
- Ability to lift up to 50 lbs
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Supervision

This person is under the direct supervision of the Assistant Director for activities pertaining to the general operation of Camp, such as but not limited to: daily program, morning clean up, work crew, cabin clean up, snacks, evening activities, time-off scheduling, camper issues, etc. During activity periods, this person is under the supervision of the Course Coordinator in their assigned area.