



Camps Airy & Louise
Job Description

Job Title: **Counselor**

Reports to: *A Counselor will report to the Unit Leader for the specific grade group as well as the Department Head for activity periods.*

Position Purpose:

Counselors are the primary caregivers for each camper in the camp setting. In this role, the safety of the campers is the principal priority. In addition, the Counselor is responsible for guiding campers in their personal growth and daily living skills by providing general supervision, leading and assisting in the delivery of programs, and serving as a role model that campers can look to for guidance. During activity periods, a counselor will act in either a General Counselor or Activity Counselor role. When assigned as a General Counselor, the staff member will accompany their campers to bunk activities. If assigned as an Activity Counselor, the staff member will report to their activity departments to facilitate instruction.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in the bunk and during activity periods and programs. Specifically, the Counselor will:
 - Assure that campers are properly supervised at all times.
 - Be aware of any safety risks and prevent accidents from occurring.
 - Assist campers through every part of the daily camp routine.
2. Participate in the development and implementation of activities.
 - Responsible for leading and/or assisting in unit and department activities.
 - Take the initiative to actively participate in all camp activities.
 - Make campers the priority by monitoring their needs and enjoyment of the camp program and by encouraging their participation in activities.
3. Maintain high standards of health and safety in all activities for campers and staff. Specifically:
 - Provide the daily care of each camper within their supervision including recognition of personal health needs.
 - Ensure that campers who take medication or who need medical assistance do so in a punctual manner.
 - Be alert to camper and staff needs and assist them with personal and/or health issues and bring these concerns to the attention of the Health Center or appropriate supervisor.
 - Be attentive to the condition of equipment and facilities to ensure that proper care, utilization, and maintenance is adhered to; report repairs needed promptly to the Supervisor.
4. Serve as a role model to campers and staff through proper attitude, work ethic, and behavior, including:
 - Follow and uphold all policies, safety and security rules, and established procedures.
 - Be available to assist campers if they need your assistance at any time during the day or night. This includes being certain to personally escort campers to the Health Center after lights out.

Other Job Duties:

- Communicate with co-counselors and Unit Leader to work as a team in coordinating the daily operation of the bunk.
- Participate enthusiastically in all camp activities. This includes planning and leading those as assigned.
- Participate as a member of the camp staff team to be engaged and supervise children during evening programs,

- special events, overnights, and other all-camp activities and camp functions.
- Every bunk counselor will also be assigned to an activity department. Each staff member will be given a schedule of activities to follow. Counselors will fulfill all tasks related to the specific activity department under the supervision of the specific Department Head.
- Follow the assigned unit responsibility schedule as assigned by the Unit Leader, including but not limited to night patrol/on duty coverage.
- This job may also include work in other areas of camp as needed.

Relationships:

- Staff Members must maintain a safe and appropriate relationship with campers and staff at all times. This includes ensuring that no staff member is in a one on one camper/staff situation when out of sight of others.
- Counselors must maintain a cooperative relationship with co-counselors that are centered around open communication and the best interests of campers.
- Counselors report to Unit Leaders and Department Heads as primary supervisors. Counselors can expect to receive regular evaluations on their performance with the expectation to improve if necessary.
- Counselors will be expected to cooperate with all supervisory staff in camp.

Qualifications:

(Minimum Education and Experience)

- Must have completed at least one year of college or be a highschool graduate with successful completion of the Camps Airy and Louise Counselor-in-Training program or demonstrate an above average level of expertise in a needed area.
- Must submit all required forms and information according to their deadline, including health history, I-9, tax forms, and any other forms requested by the Directors of Camp.
- Ability to interact with all age levels.
- Must submit a complete staff application.
- Must successfully complete a background check and the camps' interview process.

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 for which they were hired.

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 (1) observe camper behavior and evaluate its appropriateness (2) enforce appropriate safety regulations and emergency procedures, and (3) apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Recognition that they will be living in a camp setting without air conditioned living quarters and in close proximity to campers.
- Recognition that the staff member could be called upon at all times of the day/night for issues relating to campers or staff.

Time Off:

Time off is very important to "recharge", and balance personal time with camp time. Staff will receive five days off and five nights off in addition to campwide Turnover for time off per summer.

It is our goal that time off be off campus. Staff may be asked to adhere to strict COVID-19 protocols during their time off. The plan as of now is for days off to run approximately 5:30PM - 5:00PM the next day. The goal is for nights off to run approximately 5:30PM - 11:30PM. Note that we will continue to provide updates on time off as we approach the summer. There remains a distinct possibility that staff will not be able to leave camp during Time Off if camp needs to operate in a "bubble" due to COVID-19. If we have to operate in a "bubble", time off and other self-care opportunities, on property, will be a regular part of your schedule.

All staff members are expected to attend and actively participate in camp activities unless they are on time off. This includes camp-wide and inter-camp activities.

Camps Airy & Louise work to accommodate requests for extended time off for college orientation programs. In these situations, consideration will be given to the needs of campers and of the total camp program, activity department organization and coverage, and co-counselors' requests.