



Camps Airy & Louise
Job Description

Job Title: **Outdoors Counselor**

Reports to: *The Outdoors Counselor will report to the Outdoors Department Head.*

Position Purpose:

The Outdoors Counselor provides safe, engaging environments in which campers participate in challenging outdoor activities, develop personally and as part of a team, and learn more about all aspects of outdoor adventure and outdoor living. Camp Airy Outdoors Counselors are referred to as ODA (Outdoors Department Airy) and Camp Louise Outdoors Counselors are referred to as ODL (Outdoors Department Louise).

Essential Job Functions:

All Counselors will:

1. Assist in the direction, supervision, and organization of campers 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 camp routine.
2. Participate in the development and implementation of activities.
 - Responsible for leading and/or assisting in 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 the Counselor will:
 - Provide the daily care of each camper within their supervision including recognition of personal health needs.
 - Ensure that campers who take medications 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.

In addition, Outdoors Counselors will:

- Maintain and care for outdoor equipment.
- Maintain a high level of sanitation and hygiene while camping and cooking outdoors.
- Clean and organize common areas in the Department (i.e. Living Areas, Outdoors Kitchen, Outdoors

Storage Areas).

- Have an enthusiasm for the outdoors and be able to cope with the physical, emotional, and mental demands of an outdoor trip.
- Be comfortable with being responsible for the safety of children and other staff members.
- Take responsibility for all aspects of outdoor adventure/living trips, including following safety regulations, policies, and procedures.

Other Job Duties:

- Cook creatively for campers in an outdoor environment – over a fire or camping stove.
- Communicate with other ODA/ODL Counselors to work as a team in coordinating the department programs.
- Participate enthusiastically in all camp activities. This includes planning and leading those as assigned.
- Participate as a member of the camp staff team to engage and supervise children during evening programs, special events, overnights, and other all-camp activities and camp functions.
- 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.
- ODA/ODL Staff must maintain a cooperative relationship with other staff that is centered around open communication and the best interest of campers.
- Staff should be able to function as part of a team and should recognize the challenges and rewards of living and working in a close-knit community.

Qualifications:

(Minimum Education and Experience)

1. Specifically, the Counselor will:
 - 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.
 - Desired certifications (will be trained as needed, but please note if already certified):
 - o First Aid and CPR
 - o Wilderness First Aid/First Responder

Knowledge, Skills, and Abilities:

- Previous experience in leading outdoor activities is preferred.
- Multiple experiences in climbing, ropes course, caving, and camping.
- Knowledge of wilderness survival, map and compass work, fire building, and other survival techniques.
- 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 group living setting without air conditioned living quarters.
- 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. Counselors 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 during the summer. Staff may be asked to adhere to strict COVID-19 protocols during time off. 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.