

Counselor Camp Albrecht Acres Job Description

JOB SUMMARY:

With the aid of the Camp Executive Director, Summer Camp Director and Program Staff, the counselor is responsible for the care, safety, and well being of assigned campers. Counselors are also required to supervise and participate in all camp functions.

GENERAL QUALIFICATIONS:

1. Good physical and emotional health.
2. Enjoyment of outdoor living
3. Be able to work with all ages and abilities.
4. Ability to work as a member of a team.
5. Strong morals, values and personal convictions to help others.
6. Must attend staff orientation.
7. Must be at least 18 years old
8. Experience with people oriented occupations is helpful.

RESPONSIBLE TO: Executive Director, Summer Camp Director, Programming Director and Associate Summer Camp Directors.

GENERAL RESPONSIBILITIES:

1. Make camper safety a prime concern in all activities. Be aware of all safety rules and emergency procedures.
2. To cooperate effectively with total staff to enable campers to have an enjoyable and worthwhile experience at camp.
3. To plan activities with your campers that best meets the needs and interests of your group.
4. To supervise and participate in all experiences with camper group, encouraging them to participate and assisting them in any way necessary.
5. Abide by all policies as stated in staff manual or as determined by Executive Director.

SPECIFIC RESPONSIBILITIES:

1. Full participation in orientation program.
2. To familiarize self with campers individual background and needs by reading applications of campers before they arrive.
3. Get cabins ready for camper arrival by labeling beds, drawers and personal belongings area.
4. Maintain cleanliness and organization of sleeping lodges and staff lounge.
5. To greet campers and assist with unpacking and marking all of their belongings.
6. Determine camper's expectations in regards to program activities.
7. Be present at weekly staff meetings, participate in programming activities, scheduling and discussions regarding camper care and other concerns.
8. Supervise and assist campers in self-help skills as needed (dressing, eating, hygiene, etc.)
9. Make sure campers are on time for medications, meals and activities.
10. Participate fully with campers in all activities and programs.
11. Cooperate with nursing staff in all ways. Report any unusual physical symptoms or appearances to nurses.
12. Monitor campers food intake and bowel movements as needed if required.
13. Do cabin assignments when required.
14. Completion of all weekly paperwork. All paperwork must be turned in to the (associate) Summer Camp Director on Thursday evenings.
15. Insure that all of camper's belongings (clothes, sleeping bags, adaptations, and art projects) go home with campers.
16. Perform other duties as assigned.