

PROGRAM COUNSELOR

Job Description

Purpose:

To ensure the health and safety of campers.
To ensure that an enjoyable experience is provided for campers.
To ensure meaningful and progressive camp programming for campers.

Qualifications:

At least 18 years of age.
Ability to work with children.
Willingness to learn and develop skills in a variety of camp settings.
Ability to teach program skills in a camp setting.
Ability to work cooperatively as a team member.

Responsible to: Program Director and Unit Leader

Responsibilities:

1. Participate in pre-camp training.
2. Comply with personnel policies for camp staff.
3. Know each camper assigned to group and help him/her get the most from the camp experience.
4. Participate in general camp program.
5. Work cooperatively with other staff members.
6. Ensure the health and safety of all campers.
7. Participate in the opening and closing of the unit and the camp at large.
8. Live in tent with campers.
9. Monitor behavior of assigned campers.
10. Offer emotional support and guidance to campers.
11. See that program area has forms of simple sugar available at all times.
12. Relay any problems to Program Director or Unit Leaders
13. Assist Program Director and other Program Counselors in developing program areas, evening activities, and special events.
14. Maintain necessary records and complete requested forms and reports.
15. Participate in program area housekeeping, sanitation, and care of camp equipment.
16. Supervise on program area as assigned by the Program Director and/or Camp Director including: procurement of supplies, planning activities for campers, arranging for progression of skills, and recognition of accomplishments.
17. Assist in serving campers' meals and snacks.
18. Participate in unit programs, special events, and night watch duty.
19. Participate in staff meetings during camp week.