

Setebaid Services,[®] Inc.
SENIOR COUNSELOR

Job Description
(Seasonal Volunteer Position)

PURPOSE AND GENERAL JOB SUMMARY

The Senior Counselor will work under the direction of the Head Counselor of the cabin of the organization's youth programs, which are camps for children and/or teens with diabetes. The Senior Counselor will work to ensure the health and safety of campers and to ensure an enjoyable experience is provided for campers, always working within the policies and budget set by Setebaid Services,[®] Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary) position.

QUALIFICATIONS

- At least 19 years of age.
- At least one week experience as a Counselor at a diabetes camp.
- 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 Head Counselor

RESPONSIBILITIES

1. Participate in pre-camp training.
2. Comply with personnel policies for camp staff.
3. Act as liaison between the Head Counselor and the Counselors or other staff in the cabin.
4. Serves as communication liaison for all announcements/decisions made during staff meetings; the Senior Counselor must be unbiased in the delivery of the information.
5. Know each camper assigned to your group and help him/her get the most from the camp experience.
6. Participate in the general camp program.
7. Work cooperatively with other staff members.
8. Ensure the health and safety of all campers.
9. Participate in the opening and closing of the cabin and the camp at large.
10. Live in the cabin with the campers.
11. Monitor diet and behavior of assigned campers.
12. Offer emotional support and guidance to campers.
13. See that program areas you are assigned to have forms of simple sugar available at all times.
14. Relay any problems to the Head Counselor, Program Director, or Camp Director.

15. Assist Program Director and other Program Educators in developing program areas, evening activities, and special events.
16. Maintain necessary records and complete requested forms and reports.
17. Participate in cabin housekeeping, sanitation, and care of camp equipment.
18. Supervise own 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.
19. Assist in serving campers' meals and snacks.
20. Participate in cabin programs, special events, and night watch duty.
21. Participate in staff meetings during camp week.
22. See that assigned campers arrive at scheduled activities on time
23. Participate in cabin blood testing procedures, assisting campers and relaying problems to cabin medical personnel and the Head Counselor.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use program equipment.
5. Visual, speech, and auditory acuity required to conduct activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from work.
3. Available during the program 24 hours per day.

C. Environmental Conditions:

1. Work will be conducted at the program site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the program site and other places as necessary. Outside travel may be in extreme conditions of high or low humidity, rain, or fog.