



# CAMP MORaine

## LEAD CAMP COUNSELOR JOB DESCRIPTION

### Overview:

- There are at least two, to as many as four camp counselors assigned to each pod.
- Ability to teach or assist in teaching an activity
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience and self-control
- Must be 18+ years old
- Camp Counselors report to their Division Leader and the Camp Directors
- Essential Job Functions: 1) To be a minimum of 2 years older than the campers you are supervising 2) Safely supervise all activities and programs your campers participate in

### Objectives:

- The role of a camp counselor is to actively engage all members of the pod/program so that there is a sense of community and respect within the camp
- The staff in each pod/program should focus on fun and safety to create the most memorable experience for every camper!

### Responsibilities:

- Lead and manage a program area and its staff
- To identify and meet camper needs.
- Learn the likes/dislikes of each camper.
- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for interaction between campers and staff.
- Develop opportunities/activities for the group so that each individual experiences success during camp.
- Provide opportunities for discussion of individual or group problems or concerns.
- Help each participant meet the goals established by the camp for camper development.
- Guide groups and individual campers in participating successfully in all aspects of camp.
- Carry out established roles for supervising camper health.
- Carry out established roles in enforcing camp safety regulations.
- Develop pod or program activity plans with participants as appropriate.
- Supervise all assigned aspects of the camper's day including morning drop off, morning circle, reflection circle, and pick up duty as assigned.
- Instruct campers in emergency procedures such as fire drills, lost camper, etc.
- Assist campers in their daily activity schedule at the start of each session.
- Help campers plan their participation in division-wide or camp-wide programs, special events and activities.
- Teach or assist in teaching or leading an activity as assigned.
- Prepare for and actively participate in staff training meetings, and supervisory conferences.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up chores, and sportsmanship
- Follow camp rules and regulations as stated in the staff manual and the staff Code of Conduct documents
- Encourage respect for personal property, camp equipment and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with camper's parents.
- Submit all required reports on time.
- Carry out drop off, pick up and free time roving duties as assigned.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### Administrative:

- Vigilant monitoring of campers whereabouts at all program and free time activities
- Co-counselor and junior counselor written evaluations
- End of session camper reports (each session)

### Things to know:

- Always monitor the physical safety of the program space (i.e. smoke detectors, lights, unsafe equipment...) and reporting needs to the Maintenance list.
- Be sure to return left behind belongings such as clothes to lost and found or valuables to the main office.