



Job Description
Job Title: Camp Jr. Counselor
Classification: Seasonal

Position Purpose:

Jr. Counselors are assistant caregivers for children at camp. The Jr. Counselor is responsible for, assisting the group counselor in teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

Essential Job Functions:

(Jr. Counselors will work with General Group Counselors, Instruction Counselors and occasionally with office staff. They will not independently supervise campers)

1. Assist in the Transport from camp office to other location and from a camp activity to the office. Assist in the direction, supervision, and organization of campers in their group, within activities throughout the camp, in order to meet the intended camper outcomes.
 - ◆ Assure campers are safe and properly supervised at all times.
 - ◆ Be aware of and implement safety guidelines.
2. Maintain high standards of health and safety in all activities for campers and staff.
 - ◆ Assist in the daily care of each camper within your group including recognition of personal health needs.
 - ◆ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or camp director when appropriate.
3. Be a role model to campers and staff in your attitude and behavior.
 - ◆ Follow and uphold all safety and security rules and procedures.
 - ◆ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

Attendance

1. Attend and participate in general staff orientation (Approx. 2 days)
2. Attend and participate in the general clean up of the camp on the last day or the day after if needed.
3. Attend the 40 days of camp on time. The day begins at 9:30 am and ends at 4:30.

Orientation

1. Participation in a general staff orientation.
2. Read and understand the Carousel Day School Camp handbook and sign the affidavit at the end.

General Duties

1. Assist in the Safety and supervision of all campers (not just your group).
2. Meet the needs of all the campers in your group.
3. Develop a caring and trusting relationship with campers to facilitate fun and learning during camp.
4. Assist with escorting campers from activity to activity in a safe orderly fashion.
5. Take an active role in instruction as an assistant at all specialty activities.
6. Take an active role in instruction as an assistant at swim instruction; being prepared to swim everyday regardless of the weather.
7. Serve and clean up lunch and snack for your group.

Qualifications: (Minimum Education and Experience)

- ◆ **Must be 16 years of age (At least 2 years older than the group you supervise)**
- ◆ **Submission of "Voluntary Disclosure Statement"**
- ◆ **Clean Background Check**
- ◆ **Submission of references forms of prior employees**
- ◆ **Must submit health history record and examination form prior to first day of work.**
- ◆ **Ability to interact with all age levels.**

Knowledge, Skills, and Abilities:

- ◆ Understand the developmental needs of youth.
- ◆ Ability to relate to youth and adults in a positive manner.

Physical Aspects of the Job:

- ◆ Ability to communicate and work with groups participating (ages 4yrs. - adult) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a Jr. Counselor position are endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and assist at camp activities; requires normal range of hearing and eyesight to record, and communicate appropriately with campers at activities and other programs. Must have the ability to lift up to 50 lbs; willing to work in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.