



**JOB DESCRIPTION**  
**JOB TITLE: GROUP LEADERS AND**  
**GENERAL COUNSELORS**

**Position Purpose:**

Counselors are the primary caregivers for each camper. The Counselor is responsible for, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

**Essential Job Functions:**

1. Assist in the direction, supervision, and organization of campers in their group, within activities and throughout the camp in order to meet the intended camper outcomes.
  - ◆ Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
  - ◆ Assure campers are properly supervised at all times.
  - ◆ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ◆ Responsible for leading and assisting with the teaching of activities.
  - ◆ Actively participate in all program areas as assigned.
  - ◆ Provide for the progression of activities within the framework of individual and group interests and abilities.
  - ◆ Assist in all program areas including swim, nature, athletics, creative & performing arts, and all camp activities as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ◆ Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - ◆ Ensure that campers receive their medications as directed by health care manager.
  - ◆ 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.
  - ◆ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. 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.

**General Duties**

1. 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. Escort your group 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 a primary role in swim instruction; being prepared to swim everyday regardless of the weather.
7. Serve and clean up lunch and snack for your group.

**Trips**

1. You will be responsible for the supervision of your group on all trips.
2. Close supervision is of paramount importance throughout the duration of the entire trip.
3. Bring, serve, and clean up lunch if necessary.

**Special Events**

1. Assist in the set up and clean up of all special events
2. Assist your group in special projects, songs, skits, or any other activity necessary for the special event of the day.
3. Impose strict supervision during the special event day to prevent accidents and injury.

**Closing Camp**

All staff are expected to be present at the camp clean up on the last day of camp or next day if needed.

**Qualifications: (Minimum Education and Experience)**

- ◆ **Group leader must be 21. General Counselor must be 18 years of age or Graduated High School.**
- ◆ **Experience in camping and supervision of children**
- ◆ **Submission of "Voluntary Disclosure Statement"**
- ◆ **Clean Background Check**
- ◆ **Submission of references forms of prior employees**
- ◆ **Must be able to obtain or become certified in Responding to Emergencies First Aid and CPR for the Professional Rescuer.**
- ◆ **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.
- ◆ Demonstrate knowledge and skill in program areas designated camp program areas.

**Physical Aspects of the Job:**

- ◆ Ability to communicate and work with groups participating (ages 2-yrs. - 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.
- ◆ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate 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 Group Leader and General Counselor positions are endurance including prolonged standing, some bending, stooping, walking long distances, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and 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.**