



# SUMMER'S EDGE AT CAMP THOREAU

## 2022 JOB POSTING

### ASSISTANT CAMP COUNSELOR



**Classification:** Seasonal/Nonexempt  
**Reports to:** Senior Staff/Team Leader

#### **Position Purpose:**

Assistant Counselors are caregivers for each camper. The Assistant Counselor is generally assigned to a specific age group and is responsible for assisting the Group Counselor.

#### **MINIMUM QUALIFICATIONS:**

- 17 years of age
- Current CPR/First Aid/AED certification or willingness to obtain certifications
- Experience working with children; preferably in an outdoor educational environment
- Ability to interact with all different age levels
- Ability to accept supervision, feedback, and guidance
- Ability to assist with activities
- Good character, integrity, adaptability, enthusiasm, patience, and self-control

#### **GENERAL RESPONSIBILITY #1:** To identify and meet campers needs:

1. Interact with children in a warm and positive manner demonstrating interest, empathy, and concern freely and frequently.
2. Learn the likes and dislikes of each camper.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for the group so that each individual can experience success during camp.
5. Be a role model to campers and staff in your attitude and behavior.
6. Ensure that campers receive their medications as directed by the Camp Nurse.
7. Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with camp nurse or camp director when appropriate.

#### **GENERAL RESPONSIBILITY #2:** To carry out camp programs:

1. Arrive by 8:15am, attend Morning Staff Meeting and prepare for camper arrival.
2. Guide groups and individual campers in participating successfully in all aspects of camp activities.
3. Assist the group counselor with the supervision of all assigned aspects of the group's daily schedule including: opening and closing councils, lunch, hobbies/free choice, Kapers, and arrival and dismissal procedures.
4. Enforce camp health and safety policies and procedures as outlined in the staff handbook.
5. Alert supervisor and camp director of any special medical conditions of one's campers.
6. Assist program staff at program areas by participating in activities and attending to camper issues (as appropriate).
7. Assist with the planning of group activities each week to promote group cohesion.
8. Participate in and help campers plan their participation in special camp programs: (Cookouts, Overdays, Overnights, Trips, Wacky Wednesdays and special events).

**GENERAL RESPONSIBILITY #3:** To fulfill other staff administrative roles.

1. Prepare for and actively participate in staff training, meetings and supervisory conferences.
2. Fully involve CITs who may be assisting with the group.
3. Lead by example through cleanliness, punctuality and sportsmanship.
4. Follow camp rules and regulations pertaining to smoking, use of alcohol and drugs.
5. Encourage respect of personal property, camp equipment and facilities.
6. Assist with the writing of Camper Memories

**GENERAL RESPONSIBILITY #4:** Represent the camp when interacting with parents or community members:

1. Maintain good public relations with campers' parents and guardians
2. Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

**ESSENTIAL FUNCTIONS OF UNIT COUNSELORS:**

*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. Must be observant and participate in activities **with campers**.*

**Mandatory Staff Training:**

**June 6 Monday 4:00pm - 8:00pm; June 8 Wednesday 4:00pm - 8:00pm**

**June 13 Monday 4:00pm - 8:00pm; June 15 Wednesday 4:00pm - 8:00pm**

**June 20 Monday 4:00pm - 8:00pm; June 22 Wednesday 4:00pm - 8:00pm**

**Camp Season:**

**Session 1: June 27 – July 1**

**Session 2: July 5 – 15 (Camp is closed on Monday the 4th of July)**

**Session 3: July 18 – August 5**

**Session 4: August 8 – 19**