



Camp Thoreau 2019

Unit Counselor

Job Description

Job Title: **Unit Counselor**

Classification: *Nonexempt (Seasonal)*

Reports to: **Camp Director**

Position Purpose:

Unit Counselors are the primary caregivers for each camper. The Unit Counselor is generally assigned to a specific age group and is responsible for guiding campers in their personal growth, daily living skills and throughout camp activities.

Mandatory dates for the Summer 2019 season:

June 19, 20, 21 (Mandatory Staff Training)

June 24-July 3rd: Session 1 (closed July 4th and 5th)

July 8-19th: Session 2

July 22-August 2nd: Session 3

August 5-16th: Session 4

MINIMUM QUALIFICATIONS:

- 18 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 and guidance
- Ability to lead activities
- Good character, integrity, adaptability, enthusiasm, sense of humor, 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. Recognize and respond to opportunities for problem-solving in the group.
4. Model and facilitate positive conflict resolution.
5. Develop opportunities for interaction between campers and staff.
6. Provide opportunities for the group so that each individual can experience success during camp.
7. Be a role model to campers and staff in your attitude and behavior.
8. Ensure that campers receive their medications as directed by the Camp Nurse.
9. 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 8:15 AM, 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. Supervise all assigned aspects of the group's daily schedule including: opening and closing councils, lunch, hobbies, 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. Develop unit time activity plans 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 and help give direction to any CIT who may be assisting with counseling the unit.
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. Write, disseminate and submit all required reports on time: Hobby Planning Sheets, Camper Memories, CIT Evaluations, etc.

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

1. Maintain good public relations with campers' parents and guardians.
2. Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
3. 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**.*

