

CAMP FRIENDSHIP

JOB DESCRIPTION: RIDING CAMP SENIOR COUNSELOR: Lodge

Desired Qualifications or Experience: High School graduate with completion of Camp Friendship Counselor-in-Training Program or minimum of one year of college. Previous documented experience working with children and experience working with horses and instructing riding.

Essential Functions: Ability to teach riding classes; ability to lead small and large group activities; supervise campers' participation in structured and unstructured activities; interact appropriately with campers in a variety of situations; appropriately model behavior and use positive behavior management techniques; ability to assist campers in emergencies; possess strength and endurance required to maintain constant supervision of campers; ability to work long hours in the maintenance of the stables and supervision of children. Adaptability, creativity, enthusiasm, sense of humor, patience, and self-control.

ACCOUNTABLE TO: Village Supervisor, Riding Director, Barn Supervisor, Program Directors, and Camp Directors

Camper Responsibilities

1. To be directly responsible for the health, welfare, and happiness of each camper in my area of the Lodge.
 - a. To observe campers for signs of illness or injury and refer them to the Camp Nurse when necessary.
 - b. To see that each child uses linens on his/her bed and changes them weekly.
 - c. To inspect clothing and trunks regularly and see that campers send laundry out weekly.
 - d. To supervise a daily shower and brushing of teeth twice daily.
 - e. To see that each child writes a weekly letter home.
 - f. To counsel individually any camper who is homesick or who is having other difficulties, disciplining as needed, within the guidelines of camp policy.
 - g. To be constantly aware of my campers' whereabouts and to report a missing camper promptly.
 - h. To assist the Village Supervisor in maintaining the upkeep of the Lodge and planning evening activities and special events.
2. To help my campers to achieve the maximum benefit from the camp program.
 - a. To accompany the camper group and participate fully in activities.
 - b. To plan and carry out a riding group overnight and cookout once each session.
3. To facilitate positive group interaction and intercultural understanding within the Lodge or riding group.
 - a. To supervise mealtimes and generate discussion at the table.
 - b. To supervise rest periods and bed times.
 - c. To mediate disagreements among campers.
 - d. To report to the Village Supervisor any problems which I cannot adequately handle.

Program Responsibilities

1. To serve as a Lifeguard or Watcher at any recreational swim periods assigned.
2. To enforce safety regulations in the lodge area and program areas, even if I am not directly responsible for that group of campers.
3. To participate in and assist with evening activities and special events, supervising my camper group, as assigned.
4. To instruct a ride with an assistant and present daily lesson plans to the Riding Director. (Teaching a ride consists of three hours of teaching daily, split into two blocks.)
5. To prepare and present at least one theory (1 hour) daily to the assigned ride.
6. To supervise the assigned ride when they are doing barn chores.
7. To report to the Riding Director any problems which I cannot adequately handle.

Housekeeping Responsibilities

1. To work with other staff during Staff Orientation to clean and prepare Lodge and stables for opening.
2. At the conclusion of each session, to clean my area of the Lodge and bathrooms thoroughly, including sanitizing the mattresses of departing campers and sanitizing all toilets.

3. To help supervise campers in cleaning the Lodge.
4. To keep bathrooms clean and to supervise my cabin group in cleaning the cabin and other assigned areas.
5. At the end of the season, to participate in a major cleaning of all facilities.
6. Report repairs needed to Village Supervisor, Barn Supervisor, or Riding Director.
7. To be constantly aware of the condition of camp facilities, setting an example by picking up trash, keeping the living area clean, cleaning up after myself, and enforcing group cleanup.

General Responsibilities

1. To represent the camp professionally in meeting parents on arrival and departure days.
2. To foster good parent-camp communications by writing a letter to the parent of each camper in my ride each session; to communicate by phone as directed and approved by the Village Supervisor and Camp Director.
3. To set an example for my campers by being prompt at mealtimes, activity periods, and all assigned duties, using good manners, and refraining from the use of profanity.
4. To complete written reports as requested.
5. To assume any other responsibilities for the benefit of the camp as requested by any supervisory staff.
6. To support and uphold all camp policies.

Having read the responsibilities of this position, I fully understand and agree to uphold the above expectations.

Signature

Date