

CAMP FRIENDSHIP

JOB DESCRIPTION: JUNIOR COUNSELOR

Desired Qualifications or Experience: High School Junior with completion of Camp Friendship Counselor-in-Training Program or entering high school senior. Previous documented experience working with children.

Essential Functions: Ability to lead small 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. Adaptability, creativity, enthusiasm, sense of humor, patience, and self-control.

ACCOUNTABLE TO: Village Director, Senior Counselor, Program Directors, and Camp Directors

Cabin Responsibilities

1. To be directly responsible for the health, welfare, and happiness of each camper in my cabin, assisting the Senior Counselor.
 - 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, using appropriate behavioral management techniques.
 - g. To be constantly aware of my campers' whereabouts and to report a missing camper promptly.
2. To help my campers to achieve the maximum benefit from the camp program.
 - a. To help each camper in the selection of his/her weekly activities.
 - b. To accompany the cabin group and participate fully in activities.
 - c. To plan and carry out a cabin group overnight and cookout once each session.
 - d. To plan and carry out the cabin time activity period each day.
3. To facilitate positive group interaction and intercultural understanding within the cabin group.
 - a. To supervise mealtimes and generate discussion at the table.
 - b. To supervise rest periods, wake-up, and bed times.
 - c. To mediate disagreements among campers.
 - d. To confer with the Senior Counselor and/or Village director regarding any problems which I cannot adequately handle.

Program Responsibilities

1. To prepare for and instruct a minimum of 3-4 daily activity periods as assigned by the Program Director.
2. To assume responsibility for cleaning and routine maintenance of assigned activity areas.
3. To participate in and assist with evening activities and special events, supervising my camper group.
4. To serve as a Lifeguard or Watcher at any recreational swim periods assigned.
5. To enforce safety regulations in the cabin area and program areas, even if I am not directly responsible for that group of campers.
6. To confer with the Senior Counselor and/or head of the program area for my classes, and supervisory staff available at other times outside the village, regarding any problems which I cannot adequately handle.

Housekeeping Responsibilities

1. To work with other staff during Staff Orientation to clean and prepare cabin and program areas for opening.
2. At the conclusion of each session, to clean my cabin and bathrooms thoroughly, including sanitizing the mattresses of departing campers and sanitizing all toilets.
3. To clean my assigned program area daily and at the end of each session.
4. To keep cabin 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 Maintenance, Village Director, or Program Staff responsible for that specialized area.
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 assisting the Senior Counselor in writing a letter to the parent of each camper in my cabin each session as instructed by the Village 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