

# **Camp High Hopes**

## ***Sleep-Away Camp Counselor***

### ***Job Description***

**Job Title: Sleep-Away Camp Counselor**

**Classification: Seasonal**

**Required to live onsite at camp: Yes (Communal Living Necessary)**

**Reports To: Sleep Away Lead and if applicable, Program Director or Assistant Program Director**

Position Purpose: Counselors are responsible for supervising campers and providing for their care, safety, and well-being

Essential Job Functions:

1. Provide supervision, and organization of campers within activities and throughout the camp to meet the intended camper outcomes.
  - ♦ Apply basic development principles in working with campers through communication, relationship development, respect for camper needs, involvement, and empowerment of individuals with all abilities.
  - ♦ Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Familiarize yourself with camper's individual backgrounds and health needs prior to camper arrival.
  - ♦ Assure campers are properly supervised at all times.
  - ♦ Follow and uphold all safety and security rules and procedures.
2. Participate in the program activities for campers within the mission and outcomes.
  - ♦ Actively participate in all program activity areas as scheduled.
  - ♦ Assist in leading program activity areas such as aquatics, waterfront, nature education, arts & crafts, adventure, horseback riding, and recreational games.
  - ♦ Set a good example to campers and others regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.
3. Maintain clean and safe living quarters for campers while residing at camp.
  - ♦ Provide the daily care of each camper within your supervision including recognition of and assistance with personal health needs. Includes, but not limited to assisting campers with activities of daily living such as toileting, bathing/showering, brief changes, feeding, dressing, brushing teeth, and other activities of daily living that campers might need assistance with while they are at camp.
  - ♦ Prepare cabins for camper arrival. You are responsible for maintaining a clean cabin for campers before arrival, during camp and after departure.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems and discuss with HealthCare Director and/or Program Director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Healthcare Director and/or Camp Director.
  - ♦ Responsible for camper clothing which includes taking to laundry room and placing in washer, if necessary and returning all campers clothing to the proper suitcase.
4. Be a role model to campers and staff in your attitude and behavior.

Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Required to report to camp on Sunday before camper arrival until Friday afternoon at camper departure.
- ♦ Complete weekly camper paperwork.
- ♦ May be required to work irregular hours, including overnights. May be exposed to extended hours in the sun, heat, or varying weather conditions and exposure to insects and animals.

- ♦ Report incidents of injury as well as damage or loss of property.
- ♦ Regular and punctual attendance at location determined by employer.
- ♦ Keep clean appearance.
- ♦ Other duties as assigned.

Relationships:

Works directly with the Program Specialists and other Camp Counselors. Works closely with the nursing, maintenance, and kitchen staff.

Qualifications:

1. 18 years of age or older
2. Sincere and genuine interest in working with individuals with special needs
3. High level of maturity and integrity
4. Enjoyment and appreciation of nature
5. Experience working with individuals with special needs preferred
6. Current Standard First Aid and CPR certification (Can be obtained during staff orientation)
7. Current physical examination, renewable every two years. Documentation provided to HealthCare.