



## **CampOUT Florida Corporation** ***Job Description***

**Job Title: Camp Counselor- Lead position**

Classification: Nonexempt

Dates: July 16th-22nd, 2023

Reports to: Member of the BOD

### Position Purpose:

Counselors are the primary caregivers for each camper. The Lead Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. Including providing guidance and assistance to newer camp counselors staff.

### Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - ◆ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - ◆ Assure campers are properly supervised at all times.
  - ◆ Be aware of and implement safety guidelines.
  - ◆ Monitor and providing assistance to new camp counselors behavior and insure it is aligning with CampOUT policies, procedures, and mission.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ◆ Responsible for leading and assisting with the teaching of activities.
  - ◆ Actively participate in all program areas as assigned.
  - ◆ Provide for the progression of activities within the framework of individual and group interests and abilities.
  - ◆ Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ◆ Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - ◆ Ensure that campers receive their medications as directed by health care manager.

- ◆ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
  - ◆ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
- ◆ Follow and uphold all safety and security rules and procedures.
  - ◆ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- ◆ Contribute to verbal and written evaluations and communication as requested.
- ◆ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events on or near the waterfront.
- ◆ *Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.*
- ◆ *Communicate with members of the BOD any issues or concerns that may be arising in your assigned group of campers.*

Relationships:

*Counselors generally have regular relationships with kitchen staff, program specialists, business and maintenance staff. It is helpful to identify the expectations of those relationships and communication between these groups of staff members. Camp Leads have direct communication and interact frequently with members of the BOD.*

Equipment Used:

*Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.*

Qualifications: (Minimum Education and Experience)

- ◆ Must be 21 years of age
- ◆ Must be able to pass level 2 background check
- ◆ Attended previous CampOUT session
- ◆ Certified in First Aid/CPR preferred
- ◆ Must submit health history record and examination form prior to first day of work.
- ◆ Ability to interact with all age levels.

Knowledge, Skills, and Abilities:

- ◆ Understand the development needs of youth.
- ◆ Ability to relate to youth and adults in a positive manner.
- ◆ Demonstrate knowledge and skill in program areas designated camp program

areas.

Physical Aspects of the Job:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ 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.

*Some physical requirements of a General Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/ programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*