

Summer Staff Position Description



CAMP OCCOHANNOCK ON THE BAY

*A Ministry of the Eastern Shore District
of the United Methodist Churches*

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Job Title: Camp Counselor

Reports To: Camp Director, Program Coordinator, and Program Assistant

Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

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, and respect for diversity, involvement and empowerment of youth.
 - Assure campers are properly supervised at all times.
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.
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 with personal and health
 - ◆ 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.

MINIMUM QUALIFICATIONS:

Must be at least 17 years
of age.

Desire and ability to work
with children outdoors.

Ability to accept
supervision and guidance.
Desire to serve God and
share God in a Christian
environment.

Good character, integrity
and adaptability
Enthusiasm, sense of
humor, patience and self-
control.

Desire to step out in a
leadership position.
Ability to think quickly
and act fast.

Must have an open mind
and a flexible work ethic.

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PHYSICAL REQUIREMENTS:

Prolonged Standing

Bending

Stooping

Walking Long Distances

Hiking

Climbing

Stretching

Running

Swimming

Canoeing

Eye-hand Coordination
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;

With Daily Exposure to the
Sun, Heat, and Animals
Such as Bugs, Snakes, Bats,

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.

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. You are to treat it as if it is yours.

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.

Staff Provisions:

Lodging and 3 meals a day and work week starts Sunday @ 3pm until Friday @ 7pm.

Summer Staff Salaries:

Lead Counselors \$1200-\$1500

Co-Counselors \$700-\$900

Dates of Employment:

June 16th @ 6 pm- June 24th @ 4 pm 2016 (Staff Training)

June 26th @ 3 pm –August 6th @ 3 pm 2016 (Summer Weeks)

Thank You,
Camp Director
Michael Henry