

# Camp Leo Counselor Job Description

Job Title: **Camp Counselor**

Classification: **Volunteer Non-Paid**

Reports to: **Counselor Lead**

## **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. Additionally, Counselors are expected to lead by example and be role models for their campers.

## **Qualifications:**

- Minimum Age: 18 years old prior to the first day of their camp session
- Is a person with diabetes, related to a person with diabetes, or demonstrates special interest in children with diabetes or diabetes camping
- Has childcare or camping experience
- Preferably has completed a Counselor in Training program

## **Relationships:**

- Counselors are responsible to the Counselor Lead, their Cabin Medical Staff, the Camp Director, and the Executive Director.
- Counselors will have a daily meeting with their counselor peers and the counselor lead to go over any issues. Additional review meetings will be scheduled as necessary.
- Counselors are there to support their Cabin Medical Staff by controlling cabin behavior and leading by example. Medical decisions regarding treatment are to be made by the Medical Staff alone without intervention from the counselors.

## **Essential Job Functions:**

1. Responsible for the direction and organization of campers and CIT in their cabin, within activities and throughout the camp in order to meet the intended camper and CIT 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.
  - ♦ Assist the medical staff with diabetes management and protocols, including blood glucose testing, hypo or hyperglycemia treatment, and camper behavior during testing times.
  - ♦ Encourage campers to express their emotions and feelings.
2. Responsible for the supervision of their campers and their CIT at all times except during counselor meetings and counselor breaks.
  - ♦ Ensure that the cabin is appropriately supervised by another adult prior to leaving on break or for meetings.
3. 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 hiking, arts and crafts, diabetes education, field games, campfire, swimming, etc. as directed.

4. 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 (and enforcing personal hygiene such as daily oral hygiene, bathing, changing clothing, etc).
  - ♦ Ensure that campers receive their medications as directed by your cabin medical staff.
  - ♦ 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.
5. 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 in regards to your diabetes management and your relationship to your cabin medical staff
  - ♦ Set a good example to campers and others in regard to general camp procedures and practices including behavior, relationships, sanitation, schedule, and sportsmanship.
6. Participate actively in the supervision and learning progress of the cabin CIT
  - ♦ Provide positive and constructive feedback, counseling, and support as necessary to ensure the achievement of the CIT learning outcomes.
  - ♦ Ensure that the CIT is appropriate in their behavior and relationships with campers and other staff members, reporting any inappropriate behavior to the CIT Lead.

**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 like the party, closing campfire, etc.
- ♦ Make the “camp magic” happen for your cabin

**Knowledge, Skills, and Abilities:**

- ♦ Understand the development needs of youth.
- ♦ Personal understanding of type one diabetes
- ♦ 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 observe camper and staff behavior and assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-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.
- ♦ Physical ability to stand for long periods, walk long distances, hike hills, swim
- ♦ Requires range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- ♦ Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities.