

# **Wanakee**

## **Job Description**

Job Title: **Day Camp Counselor**

Classification: *Seasonal*

Reports to: *Program Director*

### Position Summary:

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.

### Key Responsibilities:

1. Assist in the direction, supervision, and organization of campers in their camper group 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.
  - ♦ Assures campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
2. Represent the camp when interacting with parents or community members.
  - ♦ Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
  - ♦ Follow safety and security protocols when campers are in public while presenting a positive image of the camp.
3. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ♦ Responsible for leading or assisting with the teaching of activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Provide for a progression of activities within the framework of individual and group interests and abilities.
  - ♦ Assist and lead program areas such as waterfront, nature, and arts and crafts.
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.
  - ♦ Ensure that campers receive their medications as directed by Health Officer.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with camp health manager and/or 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 and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

### Other Job Duties:

- ♦ 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.
- ♦ When not assigned to a campsite, work 'in service' in performing support staff duties
- ♦ Other duties as assigned by Executive Director, including helping in other areas of camp.

### Qualifications:

- ♦ Must be 18 years of age and a high school graduate
- ♦ Must be able to become certified in First Aid/CPR.
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ Ability to interact with all age levels.
- ♦ Current lifeguard certification (or ability to earn certification).

### 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 designated camp program areas.

### Physical Aspects of the Position:

- ♦ 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 this position could be endurance including standing, swimming, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity. 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. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.*

### About Wanakee:

Wanakee is a traditional Christian summer camp and year-round retreat center, owned and operated by the New England Conference of the United Methodist Church. Our camp and retreat programming focuses on building loving relationships and communities of radical acceptance. Find us at [www.wanakee.org](http://www.wanakee.org) or on most social media outlets @wanakeenh.