



Summer Camp Counselor Job Description

Position Title: Camp Counselor

BASIC FUNCTION AND RESPONSIBILITY

To serve as the primary adult responsible for the safety and enjoyment of campers attending Missouri S&T summer camp programs, to assist camp directors/coordinators/lead counselor in implementing, planning, teaching, coordinating, and carrying out activities related to summer programming, serve as a mentor and role-model to campers and fulfill role as representative of the Missouri S&T campus.

GOALS OF POSITION

To maintain the utmost attention to camper safety and well-being while they are guests on the Missouri S&T campus, aid in the facilitation of a well-organized and structured camp program, and to achieve assimilation with the Missouri S&T Summer Programs team.

ESSENTIAL JOB FUNCTIONS

1. Assist in the direction, supervision, and organization of campers while in Thomas Jefferson Hall, during transportation to and from activities, while 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.
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, ice breakers, and time fillers.
 - Actively participate in all program areas as assigned.
 - Provide for the progression of activities with the framework of individual and group interests and abilities.
 - Assist in program areas such as team builders, icebreakers, group challenges, workshops, etc...
3. Maintain high standards of health and safety in all activities for campers and staff.
 - Provide daily care of each camper within your supervision (showers, bathrooms, etc...) and recognize personal health needs.
 - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss concerns with camp director/coordinator when needed.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to, report repairs needed promptly to head counselor.
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, sportsmanship and respect to differences.

OTHER JOB DUTIES:

- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Reside in Thomas Jefferson Hall for duration of employment
- Maintain professionalism at all times while on campus
- Observe campers behavior, assess its appropriateness, and apply applicable behavior-management techniques if needed.
- Escort campers to all activities and workshops and help with clean-up.
- Encourage respect for personal property, camp equipment, and facilities.
- Prepare for and actively participate in pre-camp training and weekly meetings.
- Assist camp directors/coordinators in loading and moving camp supplies.
- Cooperation with the entire summer programs team in working together for the welfare of the camper, campers, and campus community.
- To inform the camp director/coordinator immediately for any personal, medical, or social concerns of the campers and/or staff.
- Interaction with the campers – **do not use your cell phone, text, no laptops, no ipods – do not work on homework, or hobbies such as knitting, etc... during working hours.**

RELATIONSHIPS:

Counselors generally have regular relationships with Chartwells staff, program specialists, residential hall staff, SDOWP staff, maintenance and custodial staff and outside camp staff. It is helpful to identify the expectations of those relationships and communication between these groups of staff members.

QUALIFICATIONS:

- Must be a current Missouri S&T student in good standing & enrolled in the Fall 2017 semester.
- Must have completed a minimum of (1) semester as a Missouri S&T student.
- Must be a minimum of 18 years old.
- Must be able to become certified in CPR (*training will be provided*).
- Must be available for Summer Camp Counselor Training **June 1-4, 2017**.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate ability to practice flexibility, frequent and last minutes changes, and patience.

PHYSICAL ASPECTS OF THE JOB:

- Ability to communicate and work with groups and provide necessary instruction to campers and staff.
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- 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.

*Some physical requirements of a Summer Camp Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, climbing stairs, stretching; requires hand-eye 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 50lbs; **willing to live in a camp setting and work irregular hours**; and with daily exposure to the sun and heat.*