



UNIT COUNSELOR & LIFEGUARD

2024 DATES: June 18 - August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$400-425 per week (depending on if we provide Waterfront Lifeguard certification or you have it already) for 6 or 7 weeks. Housing and Meals provided.

REPORTS TO: Waterfront Director

PRIMARY RESPONSIBILITY: To oversee all caregiving responsibilities of their assigned group of campers and to provide waterfront instruction and supervision.

MINIMUM QUALIFICATIONS:

- Be at least 18 years of age
- Current Waterfront Lifeguard certification or willingness to obtain at camp training
- Strong sense of personal mission for working with youth in the outdoors
- Commitment to bringing the Camp Little Notch Mission to life
- Experience instructing swimming and/or familiarity with paddle sports (canoeing, kayaking) is a plus

ESSENTIAL JOB RESPONSIBILITIES - UNIT COUNSELOR

AVERAGE 85% OF TIME WEEKLY

- Assist in the direction, supervision, and organization of campers in assigned living unit, including kapers (camp chores), meals, all-camp activities, unit time, hygiene maintenance, general camp activities, me time and bedtime.
- Maintain campers' overall health and safety while at camp, ensuring campers receive medication as needed, alerting the Camp Director and Health Director of any issues, and ensuring each campers' personal health and hygiene needs are met.
- Apply basic principles of youth development, connect with the campers and appreciate each camper as their own unique individual. Work with campers to create positive and meaningful relationships utilizing communication, respect and empowerment.
- Work with fellow unit staff and campers to create a community living environment that is cohesive, positive and uplifting.

- Work with fellow unit staff in keeping assigned unit clean throughout each session - including camper tents, unit house, and latrines.
- Maintain a working knowledge of general camp safety and hazards, regularly employing the use of risk management tactics and constantly ensuring camper safety.
- When not stationed at the waterfront, enthusiastically assist activity leaders in the administration and supervision of other camp activities as directed.
- Encourage camper enjoyment and engagement by maintaining an active level of engagement and enthusiasm at all activities throughout the camp day. Act as a role model for campers utilizing positive affect and strong leadership skills.
- Lead camper choice activities as assigned by the Program Director.
- Utilize First Aid and CPR as necessary.
- Assist with weekly check-in and check-out procedures. Welcome campers to their session in a positive, inviting, outgoing and inclusive manner.
- Interact with campers' parents in a consistently positive and welcoming manner, utilizing strong customer service skills and maintaining good rapport.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.
- Assist in other camp duties as assigned.

ESSENTIAL JOB RESPONSIBILITIES - LIFEGUARD
AVERAGE 15% OF TIME WEEKLY

- Provide lifeguard supervision of all waterfront activities, including swimming, canoeing, kayaking, and sailing; provide surveillance that seeks to prevent injuries and emergencies from occurring.
- Assist with all aspects of boating activities as directed, including fitting life jackets and retrieving paddles, loading and unloading boats, moving boats, and other duties as assigned by the Waterfront Director.
- Apply Small Craft Safety principles for boating and maintain an understanding of boating techniques.
- Understand and administer any swimming activities as directed by the Waterfront Director.
- Maintain knowledge about the facility and its emergency action plan; ensure proper safety procedures are followed during all waterfront

activities, and activate the emergency action plan when necessary, and alert the Waterfront Director of emergencies and safety risks as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal and written communication skills.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

Employee Name:		Date:	
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