



UNIT COUNSELOR & OUTDOOR ED. COORDINATOR

2024 DATES: June 11 - August 5 (includes training, summer camp, & time-off periods)

2024 POSITION SALARY: \$425 per week for 7 or 8 weeks.

Housing and Meals provided.

REPORTS TO: Program Director

PRIMARY RESPONSIBILITY: To oversee the design and planning of outdoor education programming for units, to assist the Program Director with other activities as directed, and to oversee all caregiving responsibilities of their assigned group of campers at all other times.

MINIMUM QUALIFICATIONS:

- Be at least 18 years of age
- Prior experience teaching or working with children in relevant topics
- At least one year of prior camp staff experience recommended
- Possess First Aid & CPR training or willingness to obtain during training
- Commitment to bringing the Camp Little Notch Mission to life

ESSENTIAL JOB RESPONSIBILITIES - OUTDOOR EDUCATION & PROGRAM AVERAGE 25% OF TIME WEEKLY

- Participate in the planning and conducting of pre-camp training.
- create and administer weekly lesson plans in a variety of camp activities that are interesting, diverse, age appropriate and progressive, and that take advantage of CLN's unique facility. Lesson plans will cover activities such as Nature, Archery, Outdoors Skills, Fishing, Hiking, Creek Walking and more as directed.
- Work in conjunction with the Program Director to plan weekly camper choice offerings; act as a program specialist during camper choice by personally leading unique activities.
- Provide support to the Program Director in administering weekly all-camp activities and themed meals.
- Assist in the care of the camp facility and its equipment. Take consistent inventory of program supplies and work with the Program Director to replenish supplies as needed.

- Act as a leader and role model to fellow staff members through the following means:
 - Enthusiastic participation in all camp programming
 - Excellent customer service skills
 - A professional demeanor and positive, upbeat disposition
 - A consistent willingness to help others
 - Communicating with fellow staff members in a way that is positive and encouraging
 - Living the Values of Camp Little Notch
- Understand American Camp Association and NY State Health Department regulations and how they apply to assigned daily responsibilities.
- Assist in other camp duties as assigned.

ESSENTIAL JOB RESPONSIBILITIES - UNIT COUNSELOR
AVERAGE 75% OF TIME WEEKLY

- Act as additional supervision for an assigned unit when not leading programs, including assisting with kapers, meals, and all unit routines including hygiene maintenance, me time and bedtime.
- 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 unit counselors and campers to create a community living environment that is cohesive, positive and uplifting.
- Assist with keeping assigned unit clean throughout each session - including camper tents, unit house, and latrines.
- Understand site specific emergency procedures and respond to on-site incidents and accidents and follow reporting procedures to Camp Director and/or Executive Director as required.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent 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.
- Skills in program/lesson planning and implementation, such as: time management, creativity, flexibility, enthusiasm, interpersonal prowess, patience, and public speaking.

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.

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| Employee Name: | | Date: | |
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