



## **UNIT COUNSELOR**

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

**2024 POSITION SALARY:** \$400 per week for 6 or 7 weeks.

Housing and Meals provided.

**REPORTS TO:** Program Director

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

### **MINIMUM QUALIFICATIONS:**

- Be at least 18 years of age
- Strong sense of personal mission for working with youth in the outdoors
- Commitment to bringing the Camp Little Notch Mission to life
- Possess First Aid & CPR training or willingness to obtain during training

### **ESSENTIAL JOB RESPONSIBILITIES:**

- 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.
- Ensure proper safety procedures are followed during all activities, and activate the emergency action plan when necessary. Maintain a working knowledge of general camp safety and hazards, regularly employing the use of risk management tactics and constantly ensuring camper safety.

- Enthusiastically assist the activity leaders in the administration and supervision of swimming, boating, ropes course, and nature as directed.
- Understand and administer arts and crafts lesson plans 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.

**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:	
-------------------	--	-------	--