



Job Title: Cabin Counselor  
Classification: Nonexempt (*Seasonal*)  
Reports to: Before summer, all cabin counselors will report directly to the Camp Director. During summer, male staff will report to the Head Boys Counselor and female staff will report to the Head Girls Counselor.  
Salary Range: \$225-260 per week

Position Purpose:

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. Typically, counselors will live in a cabin with around 15 campers, one counselor-in-training, and one co-counselor.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their cabin, 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.
  - ◆ Actively participate in all program areas as assigned.
  - ◆ Provide for the progression of activities within the framework of individual and group interests and abilities.
  - ◆ Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. 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 care manager and pick up their special diet plates at meals.
  - ◆ Be alert to camper and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident 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.
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, and sportsmanship.

Other Job Duties:

- ◆ Contribute to verbal and written evaluations and communication as requested.
- ◆ 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.
- ◆ Assist in the planning of any special events.
- ◆ Additional duties as assigned.

Equipment Used:

When necessary, counselors may be asked to use washers, dryers, and fire extinguishers along with other equipment.

Qualifications:

- ◆ Must submit all paperwork, including health history record and examination form by the given deadline.
- ◆ Possess ability to interact with all age levels.

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 program areas designated camp program areas.
- ◆ Ability to role model positive behavior for youth.

Physical Aspects of the Job:

- ◆ 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.

*Must be willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*

## Typical Camp Day

- ◇ 7:00 am - Wake up: Ensure everyone in the cabin is awake and ready for breakfast. Assign campers jobs and assist in cabin clean up.
- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively listen and participate in meeting with all staff. Let director and leadership team know of any cabin/camp issues.
- ◇ 9:00 am - Activity 1: Lead or assist in leading activities, including Outdoor Living, Sports, Movie Making, and more. Counselors will be assigned to one activity per week. This activity may change week to week. While leading activities, ensure camper safety and engage with campers.
- ◇ 10:00 am - Activity 2: Same as Activity 1. Counselors may be at a different activity for Activities 1 and 2 based on camper interest.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Talk to cabin and choose Cabin Time activity. Lead activity, ensure safety, and engage with campers.
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion - Work with co-counselor to lead age-appropriate devotion for cabin.
- ◇ 1:30 pm - Rest Period: Ensure cabin safety and engage campers
- ◇ 2:30 pm - Afternoon All-Camp: Assist in leading activity as necessary. Participate in activity alongside cabin. Create hype for cabin. Assist in creating cabin unity and engage with campers. Ensure rules are followed and ensure camper safety.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
  - o Counselors are off when their campers are at deans program.
  - o When at optionals, lead activity, ensure camper safety, engage with campers.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
  - o Counselors: same as above.
- ◇ 5:30 pm - Cabin Time: Ensure camper safety. Help campers get ready for dinner. Engage with campers.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist in leading activity as necessary. Participate in activity alongside cabin. Create hype for cabin. Assist in creating cabin unity and engage with campers. Ensure rules are followed and ensure camper safety.
- ◇ 8:00 pm - Staff Meeting: Actively listen and participate in meeting with all staff. Let director and leadership team know of any cabin/camp issues.
- ◇ 8:30 pm - Return to Cabin: Facilitate conversation between campers. Engage with campers. Ensure camper hygiene and safety. Help get campers to bed.