



Job Description

Job Title: **Volunteer Counselor**

Classification: Volunteer

Reports to: *Unit Leader, Assistant Camp Director, and Camp Director*

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.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their unit, 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, sports & recreation, arts and crafts, and others 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 the Medical Director.
 - ♦ Work with Getaway Staff to ensure prompt med distribution and assistance with daily living activities.
 - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with the Medical Director and/or 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 participation.



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, and other all-camp activities and camp functions.
- ♦ Be prompt and timely to all activities including meals.
- ♦ Participate in schedule night time supervision as needed.
- ♦ Work to improve yourself as a camp counselor and team member.
- ♦ Complete parent and internal documentation on each camper every session.

Relationships:

- Westtown Staff – Housekeeping, Maintenance, Security, Kitchen, and/or Administrative staff
 - It is each staff member's responsibility to create pleasurable working relationships with all Westtown Staff. If there is any issue with the above staff it should be taken directly to the Camp Director
- Westtown Staff - Field House, Ropes, and Lifeguards
 - Westtown Staff in the above departments often play a more hands-on role with Dragonfly's program. If there are ever any issues or disagreements they should be taken to the Camp Director.
- Dragonfly Forest - Executive Director and Board Members
 - There are several instances where the above members of Dragonfly Forest are at camp. Every attempt should be made to include these individuals in the daily camp program. If there are any issues or concerns they should be taken to the Camp Director.

Qualifications: (Minimum Education and Experience)

- ♦ Must be 18 years of age or a High School graduate.
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ Must approve of Dragonfly Forest running a criminal background check
- ♦ Ability to interact with all age levels.
- ♦ Possess leadership experience with youth

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.

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 emergency 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. Some physical requirements of a General Counselor include (but are not limited to): prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand 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 up to 50 lbs; 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.

Updated 10/19/09