

JOB DESCRIPTION

JOB TITLE: Camp Counselor

CATEGORY OF EMPLOYMENT/STATUS: Support Staff

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Seasonal

DEPARTMENT: Camp Jotoni

LOCATION: As per the need of the service; generally work is performed at the Camp facility.

DUTIES:

1. Be available for the entire camp season as per contractual agreement.
2. Be available for day and residential camping supervision.
3. Supervise campers in all activities at all times.
4. Assist program specialists and participate in all activities.
5. Provide input and recommendations to specialists to more effectively meet the needs of the campers.
6. Supervise volunteers assigned to group.
7. Be aware of each campers' health status on a daily basis and inform the proper personnel of any unusual situation.
8. Be responsible for campers' personal property.
9. Maintain accurate daily attendance book.
10. Prepare free time activities which meet the needs of campers according to the goals and objectives of the camp program and implement those activities.
11. Evaluate campers' progress.
12. Conduct self in mature, responsible and professional manner.
13. The employee must cooperate with the Licensing and Department staff in any Inspection or investigation.
14. Perform additional duties as requested by supervisor or as required by the nature of the position.

IMMEDIATE SUPERVISOR: Head Counselor/Night Director

DIRECTION OF OTHERS: All camp participants

EDUCATION: High School Diploma or equivalent required. Undergraduate degree in Special Education, Physical Education or related area required.

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JUDGEMENT AND INITIATIVE: Must demonstrate high degree of creativity and independent direction; must work well with minimum supervision.

COMMUNICATION SKILLS: Must communicate well both orally and in writing in English with all levels of staff, families, outside persons and service recipients.

WORKING CONDITIONS/HAZARDS: The behavior of consumers may change dramatically without obvious cause, which may create, at times, hazardous situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY: As per Agency Salary Guide.

DISCLAIMER: This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation.

Reviewed: 03/2008, 3/11