

SAMPLE CAMP COUNSELOR JOB DESCRIPTION

Camp Counselor Job Description

Position title: Camp Counselor

Purpose of the Position: To serve as the primary adult responsible for the youth in your group, and to assist State 4-H staff in implementing the program (including chaperoning classes, physical activities, daily living skills, health, safety, presentations and events).

Benefits of the Position: Fun interacting with younger 4-H youth; expand your knowledge, develop leadership skills, new leadership opportunities, increase enthusiasm and possibilities for college.

Responsible to:

- Camp Director/ State 4-H Staff
- Camp Program Director
- Additional Camp staff

Collective Goals for camp:

- Maintain health and safety standards
- Well organized camp program
- Meet American Camp Association standards

Qualifications and Requirements:

- Must have just completed the 7th- 12 grades
- Must complete application requirements:
 - Application form
 - Completed and signed health form/ code of conduct
 - 1 letter of recommendation
 - Be interviewed
 - Attend the four training dates prior to camp (We will provide trainings on sexual harassment, risk management, child abuse, meeting campers needs, camp traditions, ceremonies, and leading various activities. Any additional experience is preferred).
 - CPR/ 1st Aide training is recommended
- Exhibit characteristics of: leadership, responsibility, patient, dependability, maturity, integrity, ability to work independently, and display a positive attitude

Duties:

- Assume responsibility of safety of campers (be familiar with risk management plan) and report all incidences to the nurse
- Follow camp objectives, rules, policies, and guidelines
- Assist staff with all camp activities
- Serve as a positive role model for youth
- Show a genuine interest in campers
- Be punctual and organized
- Problem solve through situations and seek assistance when necessary
- Attend scheduled meetings and trainings
- Participate enthusiastically
- Follow directions
- Work to ensure all youth are comfortable, safe, and included
- Cabin chaperone for youth at night
- Know Where campers are at all times
- Perform other duties as assigned
- To have fun!!!

I have reviewed this position description, its principal activities, end results, and are aware of what is expected of me.

Signature _____ Date _____

Camp Counselor Job Description- Review

Similarities for most camps

- Qualifications & Requirements
 - Age/grade requirements
 - Complete application guidelines
 - Required participation in trainings
 - Description of required attitude and characteristics
 - Maturity, common sense and good judgment
- Duties
 - Assist camp staff
 - Assume responsibility of safety of youth (be familiar with risk management plan) and report all incidences to the nurse
 - Follow camp objectives, rules, policies, and guidelines
 - Positive Role model
 - Genuine interest in campers
 - Punctual
 - Problem solving through situations and seeking assistance when necessary
 - Attend scheduled meetings and trainings
 - Participation
 - Follow directions
 - Perform other duties as assigned

Additional Tid-Bits you can add:

- Dividing Senior or head camp counselor roles and Junior counselor roles
- Requirements for CPR/ 1st Aide Training
- A Responsible to section
- Assist with serving and clean up at meal time
- Know where your campers are at all times (doesn't work with every camp)
- Prepare songs and skits for camp
- Any additional teaching duties
- Include Purpose and Benefits of this role in description
- Provide Job description and list of rules and responsibilities for camp for the youth to sign that they assume responsibility for their actions. (We use Code of Conduct for 4-H, and additional county rules).
- Serve as chaperone at night in cabins
- Maintain open communication with camp staff
- May want to include what counselors will be evaluated on in the job descriptions
- In contract or agreements include expectations of what NOT to do and consequences for action (you can include this on the health form or code of conduct that they sign)
- These are not the only duties to be performed. Duties may be reassigned as needed
- Ability to accept guidance and supervision from staff