

VOLUNTEER CABIN COUNSELOR

JOB DESCRIPTION

QUALIFICATIONS:

1. At least 19 years of age.
2. Ability to accept supervision and guidance.
3. Ability to observe camper behavior and assess its appropriateness, apply appropriate behavior management techniques, and enforce appropriate safety regulations and emergency procedures.
4. Ability to physically and mentally assist in taking care of 8 to 10 campers 24 hours a day, each day camp is in session.
5. Possess the mental and emotional strength and endurance required to maintain constant supervision of, and interact with campers over the course of eight camp sessions while remaining alert, friendly, and patient.
6. Ability to creatively plan and facilitate an activity as assigned.
7. Ability to lift up to 75 pounds.
8. CPR Certification is preferred.

GENERAL RESPONSIBILITIES:

1. To be directly responsible for the oversight, supervision and engagement of children in order to achieve the mission of Camp Boggy Creek.
2. This position reports to the Pride Leader

SPECIFIC RESPONSIBILITIES:

1. To live in the cabin with campers serving as a leader, supervisor, and role model.
2. To help campers have a safe, happy, and empowering experience.
3. To provide opportunities for campers to experience success during camp.
4. To develop and enhance positive interaction between campers and staff.
5. To empower campers to problem solve on an individual and group basis.
6. To clearly develop goals and expectations with campers and review these goals and expectations with campers on a regular basis.
7. To help each camper meet the goals established by camp as presented in the camp manual.
8. To provide supervision and assistance in all aspects of the campers' daily life including, but not limited to:

morning manatee	rest hour
meals/camper dietary needs	taking of scheduled medications
cabin clean up	cabin chat/ bedtime activities
camper hygiene	lights out
prompt attendance at all activities	
9. To help organize, lead and take part in all cabin/ Pride activities including but not limited to, cabin time, Pride closings, Pride awards, rainy day activities, stage day, banner painting, cheers and songs.
10. To provide assistance in handling all camper related issues including and not limited to missing home, behavior management, disclosure, and medical needs.
11. To develop and enhance positive interaction between volunteers and staff.
12. To bring to the attention of the Pride Leader any camper related issues including, but not limited to, missing home, aggressive behaviors, disclosure issues, and non-compliance.
13. To ask for help and feedback.
14. To instruct campers in emergency procedures such as fire and hurricane drills.
15. To do a thorough clean-up of cabins at the end of each session.
16. To manage personal life to ensure capability of performing job up to standard.
17. To fully participate in all staff trainings and all staff meetings.
18. To know, adhere to, and implement the policies and procedures of Camp Boggy Creek.
19. To perform any other duties deemed necessary by the Camp Director.

WORK EXPOSURES:

Environment

While performing the duties of this position, the employee is regularly exposed to outdoor weather conditions, including heat, sunshine, rain, and thunderstorms. The noise level in the work environment is usually moderate and often loud. Through the performance of this position, staff members are regularly exposed to animals, animal dander, and animal waste. Staff may also be occasionally exposed to human waste.

Physical Demands

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift up to 75 pounds. The employee must have the physical dexterity and coordination to effectively operate various machines, such as a snow cone machine, popcorn machine, cotton candy machine, and dishwashing machine. The employee must physically be able to participate in the camp program without assistance. The employee must possess the physical strength and endurance required to maintain constant supervision of and interaction with campers throughout the duration of employment.

Emotional / Mental Demands

The employee must cognitively be able to participate in the camp program without assistance. The employee is required to communicate and work with campers aged 7-18 and provide necessary instruction and information to campers and/or staff. The employee must be able to identify and communicate safety concerns and emergency situations and procedures to campers and fellow staff. The employee must possess the mental and emotional strength and endurance required to maintain constant supervision of and interaction with campers throughout the duration of employment while remaining alert, friendly, and patient.

COMPETENCIES:

- Innovation - displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.
- Judgment - exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Professionalism - approaches others in a tactful manner; responds well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments.
- Interpersonal - focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.
- Team Work - exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills and public speaking; participates in meetings.
- Engagement – actively involved and enthusiastic about working with children and adults
- Self-Care- takes care of self to ensure clear and accurate decision making capability and ability to plan effective and safe programs.