

## 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, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
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 interaction with campers over the duration of employment 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. Must have Adult/Child CPR certification.

### GENERAL RESPONSIBILITIES:

1. To be directly responsible for developing, coordinating, supervising, and participating in the efforts of activity areas as they interface with the camp programs 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.
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 camp manual.
8. To provide supervision and assistance in all aspects of the camper's daily life including, but not limited to:
  - Morning Manatee
  - Meals/Camper dietary needs
  - Cabin Clean up
  - Camper Hygiene
  - Prompt** attendance at all activities and evening events
  - Rest Hour
  - Taking of scheduled medications
  - Cabin Chat/ Bedtime activities
  - Lights Out
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 homesickness, discipline, 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, homesickness, 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 and at the conclusion of the summer season before leaving camp.
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 or the Residential Life Coordinator.

## **ESSENTIAL FUNCTION & 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**

- 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; Reacts 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 - Maintains clear mind and appropriate level of enthusiasm to actively supervise 10 children for six days.