

## **Senior Counselor at Happy Hollow Camp**

**Position Summary:** Assists in the administration of all camp functions and the planning and implementation of camp programming, while leading an activity and guiding campers.

**Classification:** Salaried, seasonal assignment

**Reports to Whom:** Camp Director and Camp Program Director

### **Responsibilities and duties:**

- Provides leadership, supervision and guidance of all campers
- In charge of assigned activity area and cabin group
- Responsible for maintaining proper ratios of 1:8, unless children under age six are present, in which the ratio is 1:6
- Takes proper precautions to never supervise a child alone
- Makes year beginning and ending equipment inventory reports
- Maintains all equipment in a clean and safe operating condition
- Requests supplies, as needed
- Attend and be on time to all activities
- Insures clean up and put away is completed after each activity
- Encourages camper participation in all activities
- Assists with maintaining camp rules and discipline
- Maintains friendly relationships with all campers, counselors, and visitors
- Promptly reports problems or difficult situations with a camper to Camp Director or Program Director
- Immediately report any missing or injured camper
- Encourages racial and cultural understanding
- Builds up excitement and enthusiasm for all activities, being mindful that the campers' experience is the first priority
- Any other duties, as assigned or required

### **Education and Experience:**

- Must be at least 18 years old and have a high school diploma or GED
- Must have experience that is significant to the position and camping
- Must have prior knowledge of their activity area

### **Key Competencies:**

- Must have or be able to obtain required certifications including First Aid, CPR, AED, Life Guarding and other courses, as required
- Must lead by modeling positive behavior and serving as a role model for Counselors and Campers
- Good verbal and listening skills with children
- Must encourage and develop health, happiness, discipline, safety, skill and character development in campers
- Action-oriented, adaptable, innovative, and creative

- Must love working with children and be excited to interact with them, form relationships, listen to their problems, and identify their needs
- Positive attitude towards Staff, children, and the camp, with the ability to recognize problems and help to formulate positive solutions
- Responds quickly and adapts to the frequently changing needs of children
- Able to build and work as a team with Camp Staff and Campers
- Manage time and materials efficiently and effectively with maximum use and minimum waste
- Must present a clean and well-groomed appearance
- Must pass a background check, sex offender check and drug test

**Physical Requirements:**

- Frequently stand up for 85% of the day
- Frequently lift five to ten pounds, multiple times a day
- Frequently walk up and down steps, up and down hills, and walk outside on rough terrain
- Frequently required to walk, stand, sit, talk and hear, bend, reach, and lift
- Frequently required to bend, stoop, lay down, and assume other low level positions
- Frequently required to use hands to touch, handle, feel or operate objects, tools, or controls and to reach with hands or arms
- This position requires a sustained high level of energy for long periods of time
- Occasionally lift ten to 40 pounds, several time a day
- Occasionally required to climb, balance, stoop, kneel, crouch or crawl
- Acceptable hearing and visual capabilities in order to work safely

**Work Environment:**

- The employee works in an environment with children, which may include facing illness, dirt, noise, disciplinary issues, communicable disease, family problems and other issues
- Frequently the employee is required to go outdoors in any weather or may have to work in areas that are warmer or cooler than indoors
- Frequently the employee is exposed to wet, dry, and humid conditions
- Occasionally the employee may work on or near moving mechanical parts, mechanical systems, and around power tools
- Occasionally the employee may be exposed to smoke, fumes, toxic, or caustic chemicals
- Occasionally the environment may be loud and noisy

Revised 02/21/2022

I have read the position description for Senior Counselor at Happy Hollow and I understand the requirements. My signature indicates my understanding and agreement to the job duties set forth.

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Signature of Staff

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Date

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Signature of Supervisor

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Date