

Job Descriptions

COUNSELOR

Immediate Supervisor: Male/Female Head Counselor
Officer Supervisor: Assistant Camp Director



1. Responsible for safety and happiness of campers.
2. Move with campers to ALL classes and activities and remain with them unless otherwise noted.
3. Supervise cabin clean up and work details.
4. Assist campers in dining room by serving as a table monitor as assigned.
5. Maintain order of campers during the evening program by sitting with them. Select participants for activities as requested.
6. Both counselors must accompany campers back to cabin and prepare for bedtime.
7. No camper or campers should be left alone in the cabin without proper staff supervision.
8. One counselor must sit in the hallway of the cabin for 30 -45 minutes after lights are out to ensure campers have settled for the night.
9. Keep door to your room open at night so that you can maintain order.
10. Maintain the safety and health regulations of the camp.
11. Maintain an incident report book on all you campers for each camp session. Turn in the incident report book to your Head Counselor at the conclusion of each camp session and retrieve a new one at the beginning of each camp session. Notify Head Counselor immediately of any serious situations.
12. You may be asked to teach a class according to your experience or expertise or to assist with one.
13. At the end of each camp session , wipe down all mattresses, sinks, showers, toilets and mop floors with bleach water to control germs.
14. Keep personal living quarters neat, clean and ready for inspection.
15. Be available to participate and assist with camp programs and activities as directed by your immediate supervisor and the Camp Director.

