



# CAMP MERRIE-WOODE

## CAMP MERRIE-WOODE JOB DESCRIPTION

Camp Merrie-Woode is a residential girls summer camp offering a full range of activities for girls ages 7-17. This is a seasonal position.

**POSITION:** Non-Cabin Counselor

**GENERAL DEFINITION:** Non-Cabin Counselors are staff members with advanced training and/or specialized skills who concentrate on teaching activities to campers. The Non-Cabin Counselors are responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth during the summer months. Due to their additional responsibilities related to activities, Non-Cabin Counselors live in accommodations with other Non-Cabin Counselors or alone and work on activity planning and preparation during non-teaching time.

**RESPONSIBLE TO:** Executive Directors (Organizational Chart provided upon request)

### JOB DUTIES:

1. Assist in the direction, supervision, and organization of campers within activities and throughout the camp.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading and assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Provide for the progression of activities within the framework of individual and group interests and abilities.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - During meals and out of camp trips, ensure that campers receive their medications as directed by nurses and medical staff.
  - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with nurses and medical staff and/or resident camp director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
  - Provide patient, stable leadership for campers.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, sportsmanship, and appearance.
  - Contribute to verbal and written evaluations and communication as requested.
  - Participate enthusiastically in all camp activities, planning and leading those assigned.

- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

5. Contribute to a supportive Non-Cabin Counselor communal living culture and Camp as a whole.

- Adhere to camp cleanliness standards in communal living accommodations.
- Support other staff members with whom you are living.
- Be actively involved in all other realms of camp.

**Relationships:**

Non-Cabin Counselors generally have regular relationships with the leadership team, cabin staff, kitchen staff, program specialists, and business and maintenance staff. It is helpful to identify the expectations of those relationships and communication between these groups of staff members.

**Equipment Used:**

Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

**Qualifications:**

- Must be 19 years of age or completed first year of college. In certain cases, with proper training and experience, a Non-Cabin Counselor may be 18 years old.
- Must have advanced training and/or specialized technical skills related to teaching a specific activity.
- Must submit health history prior to first day of work.
- Ability to interact with all age levels.

**Knowledge, Skills, and Abilities:**

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in designated camp program areas.
- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

**Physical/Mental Requirements:**

- Camp takes place in a rugged outdoor environment. Counselors should have the physical ability to perform their job duties in this environment. Counselors must live in a rustic camp setting and be able to work irregular hours with limited or simple equipment and facilities.
- Counselors must be able to engage in prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching. Counselors must be able to regularly lift up to 20 lbs.
- Counselors must be able to withstand daily exposure to sun, heat, and outdoor conditions, including exposure to bugs, snakes, bats, and other animals found in the wild.
- Counselors must have the visual and auditory ability to see, hear, identify and respond to environmental and other hazards related to the activity; manipulate outdoor equipment; record, prepare and communicate appropriate camper activities, and programs.
- Counselors must have the physical ability to respond appropriately to situations requiring first aid.
- Counselors must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers. Counselors must be able to lift up to 50 lbs in an emergency.