



## United Boys and Girls Clubs Santa Barbara County



### Position Description

<b>POSITION TITLE:</b>	Counselor
<b>REPORTS TO:</b>	Unit Leader or Program Director
<b>FLSA STATUS:</b>	Non-Exempt
<b>FULL/PART TIME:</b>	Full-Time
<b>REGULAR/TEMP:</b>	Temporary
<b>PREPARED DATE:</b>	March 2011

#### POSITION SUMMARY:

Responsible for the program, care, well-being and happiness of 8-10 youth. Provide 24-hour day supervision for campers.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Positive a quality, creative camp program for assigned youths that include:
  - Experience that can only happen in an outdoor or camp setting;
  - Opportunities to extend themselves and learn new skills;
  - A knowledge and appreciation of the outdoor environment, not only as special activities, but as a part of the total camp program;
  - Opportunities to develop confidence, self-esteem, and independence;
  - Positive and team oriented work and play situations;
  - Comfortable and positive relationships with adults and peers.
- Develop and promote opportunities for interaction between campers and staff.
- Supervise camper's participation in structured and unstructured activities.
- Model appropriate behavior and use positive behavior-management techniques.
- Guide cabin or unit groups and individual campers in participating successfully in all aspects of camp activities.
- Carry out established roles for supervising camper health and enforcing camp safety regulations.
- Observes and shares with campers such activities as quiet hour, camp capers, meals, openings and closings and other camp activities;
- Shares program ideas and skills with unit leader and other counselors to enhance and expand unit program activities; participates in unit and camp staff meetings;
- Is responsible for care of facilities, equipment, and supplies in his/her unit or department. Assists in keeping camp clean and orderly.
- Adheres to emergency, health and other plans adopted by the Camp, assuring first and foremost each camper's and staff member's safety.
- Prepare for and actively participate in staff training, meetings and conferences. Set a good example by demonstrating cleanliness, punctuality, sportsmanship and table manners.
- Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.
- Manage personal time off in accordance to camp policy.

- Maintain good public relations with campers' parents.
- Demonstrate adaptability and preparedness when reassigned other duties as required.
- Encourage respect for personal property, camp equipment, and facilities.
- Submit all required reports on time.

**MINIMUM QUALIFICATIONS**

- Desire and ability to work with children.
- Possess strength and endurance required to provide constant supervision of campers.
- Ability to work and communicate effectively within a peer group.
- Ability to accept supervision and guidance.
- Ability to assist in teaching an activity.
- Ability to work with integrity, honesty and self control.
- Carry out knowledge that promotes the mission and vision of Camp Whittier.
- Enthusiasm, sense of humor, patience, and self-control.
- Demonstrate a calm demeanor during times of stress or uncertainty.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program.
- Physical ability to respond appropriately to situations requiring first aid.
- Adapt to varying skill levels when facilitating activities and providing instruction as necessary to campers.

**WORK ENVIRONMENT**

Counselors work both indoors and outdoors, and have primary supervisory responsibility for campers 24 hours each day. Counselors are required to live on-site and be on-call 24 hours a day.

**PHYSICAL DEMANDS**

Camp activities include hiking, overnight campouts, active games, archery, swimming, etc. and counselors must be physically able to participate in these activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift and carry 60 pounds for 200 yards over hiking trails.

Ability to perform job responsibilities during daylight and nighttime hours.

Repetitive motions of hand/wrists

Walking

Standing

Climbing stairs

Hiking on uneven terrain and up/down hills

Ability to communicate effectively in English, orally and written.

I have read, understand, and agree to the above job description.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_