



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SCHEDULE B

**Position:** Assistant Counselor (AC)

**Reports to:** Village Director

**General Function:** The Assistant Counselor, AC, will help to supervise and effectively lead a group of campers in daily activities. The Assistant Counselor will provide a safe and nurturing environment for campers and will be actively involved and have a positive attitude about all camp activities. The Assistant Counselor will be actively involved in on-going training throughout the summer which may take place during evenings, siestas, and/or beach parties.

### **Entry Requirements**

- Has completed junior year of high school
- Desire and ability to work with and relate to children and one's peers in an outdoor setting
- Willingness to accept supervision and guidance
- Ability to teach and assist in activities
- Good role model, high integrity and adaptable
- Current ARC First Aid and ARC Adult and Child CPR certifications preferred
- Successfully completed the Camp Hazen LEA Program

### **Job Segments**

- Demonstrate and teach the values of caring, honesty, respect, and responsibility to all campers and staff.
- Maintain positive public relations with parents, visitors and the general public at all times.
- Actively engage campers and parents on check in and check out days.
- Guide, direct and organize the campers in your care during cabin clean up, siesta, meal times, flag, evening activities and all transitional times; foster healthy and caring relationships.
- Provide overnight supervision in cabins.
- Write counselor notes, for Village Director review, nightly.
- Lead cabin chats in cabin every night, when on duty.
- Respond to, and provide opportunities for discussion of individual or group problems or concerns.
- Design, implement and instruct skill classes in assigned program area.
- Teach up to 5 skill classes each day, as assigned.
- Supervise, actively engage and assist campers during the entire program time.
- Have all equipment ready for each skill class assigned.
- Check all equipment for safety before use when applicable.
- Follow established procedures for and enforce safety guidelines among campers and staff.

- Return all equipment to its appropriate place after use.
- Keep personal area and cabin neat and clean.
- Approach strangers in camp professionally and courteously. Arrange to have them escorted to the office.
- Plan for, and fully participate in all cabin activities.
- Participate effectively in free recreational time by being on time to duty station and maintaining a sense of order among campers in your assigned area.
- Follow established procedures for supervising camper health.
- Instruct campers in emergency procedures including fire, severe weather, Lost Camper, and Buddy Checks.
- Actively participate in staff training, meetings and supervisory conferences.
- Actively participate in additional AC training segments/workgroups throughout the spring and/or summer to encourage the learning process
- Perform other duties as assigned

### **Essential Functions**

- Ability to communicate and work with assigned ages and skill levels and provide necessary instruction to all campers.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
- Physical ability to respond appropriately to emergencies and situations requiring first aid.
- Physical strength and endurance required to maintain constant supervision of campers in program area and cabin
- Physical ability to carry supplies on the trails of our camp for the purposes of hiking to overnight sites.

### **Effect on End Results**

- To the extent that campers develop in caring, honesty, respect, and responsibility in a safe and nurturing environment.
- To the extent that equipment and facilities are kept in good repair and condition.
- To the extent that each program segment will be the highest quality for everyone to experience enjoyment and success.
- To the extent that each participant will have both a successful training experience as well as a useful hands-on opportunity to build upon those skills which they already have, to learn new skills and, to develop and grow as an individual as well as a counselor.