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## Job Description

<u>Job Title:</u>	<b>1. Head Counselor</b> <b>2. Specialist (archery, canoeing, fishing, creative arts, etc.)</b>
<u>Reports to:</u>	Camp Argo Director and/or designated Camp Supervisor
<u>Type of employment:</u>	Seasonal
<u>Exempt/Non-Exempt:</u>	Exempt (includes multiple staff training dates, training certification dates, open houses, special promotional events, set up/breakdown each day/week)
<u>Compensation:</u>	Competitive pay based on education, experience, certifications, and availability to work full days [hours: 8:30am – 4:30pm daily] and weekly sessions. Pay rate range: \$300 - \$450 per week.
<u>Camp Dates:</u>	Monday, June 21 <sup>st</sup> – Friday, August 13 <sup>th</sup> , 2021

### **1. Head Counselor Position Purpose:**

Hired to work with a particular age group, based on skills, personality and set of individual qualifications to match that age group. Head Counselors are the primary caregivers and role models for each camper; responsible for creating, planning, teaching, coordinating, and carrying out activities while guiding campers in their personal and social growth. Volunteer counselors may be available to assist in carrying out these tasks. Preparation of group games, songs, and conversation starters during “down-time” between activities.

### **2. Specialists Position Purpose:**

Hired to further the mission of the camp through assisting in the development and delivery of a specials program that is safe, fun, and appropriate to the campers’ ages and abilities. Assist in the care and maintenance of the related equipment and supplies. Must be self-motivated, enthusiastic, energetic and possess the ability to work independently. Must be prepared each day to plan lessons & adopt instruction for different age groups and be prepared for rainy days by having alternative plans when necessary.

### **Essential Job Functions:**

- 1. Assist in the direction, supervision, and organization of campers at arrival and departure from camp, during and in between activities.**
  - a. Head count often-specifically when arriving and departing from activities – make it fun!
  - b. Assigns volunteer to accompany camper to/from restroom breaks, first aid, and moving about camp outside of the typical schedule when necessary
  - c. Implement safety guidelines: campers must play safely and kindly with others, share, take turns, be calm/safe around waterfront & on hikes, and while eating lunch/snacks
- 2. Participate in & lead activities as well as support specialists during activities**
  - a. Set up/clean up equipment prior to start of activity
  - b. Responsible for leading, teaching, assisting, and actively participating in the activities in an enthusiastic manner to help encourage, engage campers/staff
  - c. Be able to adjust/modify activity based on group interests and abilities
  - d. Include all campers within the group including those with special abilities. Ask for assistance when needed to help those in the Inclusion Program
- 3. Maintain high standards of health and safety in all activities for campers and staff.**
  - a. Maintain and encourage hygienic practices with campers particularly before/after food breaks, restroom breaks, fishing, and art
  - b. Be aware of any allergies amongst your group, and review protocol for First Aid (check with Supervisor)
  - c. Be alert of equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; (report repairs needed promptly)
  - d. Responsible for collecting lunchboxes at drop-off, placing in designated bins & refrigerator, and ensure the lunch bins are brought out during lunchtime
  - e. Must keep campers safe and off the bunkbeds in their team's cabin
  - f. Encourage campers to maintain a clean/tidy cabin and surrounding picnic table area

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4. **Be a role model to campers and staff with your attitude and behavior.**
  - a. Follow and uphold all safety and security rules and procedures of Camp Argo
  - b. Set a good example to campers and others in regards to the general camp procedures and practices including sanitation, schedule and sportsmanship
5. **Represent the camp when interacting with parents or community members.**
  - a. Notify Supervisor and/or Director when a conversation might be necessary with parents to help a camper succeed
  - b. Maintain good behavior when in public to continue a positive image of camp
  - c. Will write thank you cards provided by the Supervisor to each of the campers in their group. These letters will be mailed out at a future date
6. **Adhere to & demonstrate heroic attitude & behaviors**
  - a. Remind campers to be kind & helpful
  - b. Encourage campers to strive to earn an ARGO letter by demonstrating heroic attributes

\*\* Additional duties may be added as required by the Camp Director

**Other Job Duties:**

- Contribute to verbal and written evaluations and communications as requested
- Take the initiative to clean up; empty trash cans; maintain the facility's cleanliness, etc.
- Group efforts include but not limited to general custodial routines, services required to return camp to original condition (cleaning/sweeping kitchen, main cabin/mess hall, fishing pavilion, bathrooms, cabins, art cabin, archery range, main field, etc.)
- Contribute to before and/or aftercare as requested
- Attend select "extra" events such as open houses, Strawberry Festival, etc. as requested
- Be willing to take time to be certified/trained in areas of expertise: rock wall, archery, etc.

**Qualifications & Physical Aspects of the Job:**

- Must have completed high school with a desire to work in youth development, special education, physical education, recreation, art, music or related fields
- Must submit a current TB test and current CT State health forms
- Note: will be certified in First Aid/CPR/AED as part of staff training and will be provided opportunities in other activity certifications as needed
- Physical ability to respond appropriately to situations requiring first aid or emergencies. Must be able to assist campers in an emergency (emergency, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- Some general physical requirements include prolonged standing, some bending, stooping, walking/hiking long distances, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to roughly 50 lbs., with daily exposure to the sun, heat, bugs, bees, insects, etc.

**Performance Evaluation:**

Job performance will be evaluated throughout the season, both formally and informally, by the Wellness Supervisor and/or the Camp Director.

I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or HR. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions that I may have about this job description prior to signing this form.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

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