



CAPE COD SEA CAMPS GENERAL COUNSELOR Job Description

Responsible to:

Head Counselors, Department Heads

General Responsibilities:

1. To abide by the Cape Cod Sea Camps philosophy, goals and objectives.
2. In cooperation with all other CCSC staff members, assist in the direction, supervision and organization of a unit composed in a manner which is consistent with the philosophy of the CCSC. Special attention should be given to the following:
 - a. **CAMPER SAFETY** - Knowing where your campers are at all times; cognizant of the overall safety of each camper; maintaining appropriate staff ratios while supervising activities. Instruct campers in emergency procedures.
 - b. **CAMPER HEALTH** - Be watchful and observant of each child's health during the day. Promote cleanliness, good eating habits, appropriate rest and exercise. Report all health problems to the head counselors and medical staff.
 - c. **CAMPER PARTICIPATION** - Guide cabin, unit or individual camper in participating successfully in all aspects of camp activities. Include campers in planning of camp wide or unit wide activities, special events. Assist in a fair method for campers to choose activities.
 - d. **CAMPER NEEDS** - to learn likes/dislikes of campers; recognize and respond to opportunities for problem solving; develop opportunities for interaction between campers and staff; provide opportunities for the group so that each individual experiences success; provide opportunities for discussion or individual or group problems or concerns; to help each participant meet the goals established by the camp for camper development.
 - d. **FACILITIES** - Overall safety and maintenance of the physical plant and the activity areas.
 - e. **PLANNING AND SUPERVISION**- Supervise, organize and execute all assigned aspects of the camper's day including morning council ring, cabin cleanup, meal times, rest hour, games period, trips, evening activities, getting ready for bed, after hours duties as assigned and any special event committee assignment.
3. Assume responsibility for teaching in, assisting in and/or organizing an activity such as tennis, art, archery, drama, etc.... Special attention given to:
 - a. Teaching, teaching progressions, and lesson planning,
 - b. Safety procedures,
 - c. Awards systems and records,
 - d. Pre-camp orientation clinics and setting-up of activity,
 - e. Maintenance of facility and equipment,
 - f. Inventory and requisition,
 - g. Evaluation.
4. Follow camp rules and regulations, including policies on smoking, alcohol and drugs.
5. Assume responsibility for interpreting the rules, policies, program, tradition and philosophy of CCSC to the campers.
6. Serve as a role model for all campers keeping in mind one's own personal behavior, appearance, language and attitudes. Set a good example for campers and others including cleanliness, punctuality, sharing cleanup and chores, sportsmanship and table manners.
7. Encourage respect for personal property, camp equipment and facilities.
8. Assist in the communication with parents regarding the program, progress of their child in activities, special requests and completion of camper reports home to parents.
9. Assume responsibility for the development and coordination of a good working relationship and cohesive staff team with all members of the CCSC staff.
10. Interest and ability to work with children of all ages.
11. Manage personal time off in accordance with camp policy.
12. Submit all required reports on time.
13. Appropriate dress will be worn at all times.

14. Prepare for and actively participate in staff orientation, meetings, and supervisory conferences.
15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Minimum Requirements:

1. Desire and ability to work with children outdoors
2. Ability to relate to one's peer group
3. Ability to accept supervision and guidance
4. Ability to lead or assist in the teaching of an activity
5. Good character, integrity, and adaptability
6. Enthusiasm, sense of humor, patience and self control
7. At least 19 years of age or completed first year of college
8. Current CPR and First Aid certifications

Essential Functions:

1. Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers.
2. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. Cognitive and communication abilities to plan and conduct an activity to achieve camper development objectives.
5. Physical ability to respond appropriately to situations requiring first aid
6. Physical ability to lift, load, unload, mop, sweep etc. and walk to remote areas on camp property