

CAMP ALKULANA

JOB DESCRIPTION: CAMP COUNSELOR

POSITION: Summer Program Camp Counselor

STATUS: Contractual or volunteer

QUALIFICATIONS:

- Have volunteer or professional experience working with children
- Be at least 18 years of age. If 16 or 17 (Junior Counselors), successful completion of the Counselor-in-Training program.¹
- Be active in the Christian faith and comfortable participating in and leading camper Bible studies.
- Have high standards of conduct and must live daily in such a way as to reflect these values. Recent trouble with law enforcement agencies or other authority figures is viewed with disfavor.
- Be able to perform the essential function of the position which includes active physical activities, as outlined below. Counselors should be able to lift approximately 25 lbs., and walk a short distance on moderately steep terrain without difficulty.
- Be certified in First Aid/CPR (training provided at Alkulana).
- New staff must sign a voluntary disclosure statement & be checked against the National Sex Offender Public Registry and receive a criminal background check.
- All new staff must provide at least two reference checks.
- All new staff must be interviewed by the Camp Director or a designated representative.
- All staff must attend staff training at the beginning of the summer camp season.

SUPERVISOR: Camp Director

RESPONSIBILITIES & DUTIES:

The responsibilities of an Alkulana camp counselor are many and varied. Our staff do not specialize, rather they wear many hats throughout the session. The duties outlined below give an idea how these responsibilities are organized.

General Duties:

- **The counselor's first and primary responsibility is the health and welfare of the campers.**
- Attends staff training and evaluations
- Attends pre-session meetings and helps to plan and implement camp-wide programs throughout sessions worked
- Attends and contributes to nightly staff meetings and morning staff huddles
- Assists other staff in camper safety, management and motivation
- Reports all accidents or unusual incidents to Camp Director and/or medical personnel
- Assists in camp clean-up and maintenance before camp opens, during and after camp sessions
- Attends to personal needs to ensure that they are rested in order to be effective staff members

Cabin Duties:

- Leads and guides a cabin group of 8-10 campers
- Supervises, guides and helps the group with cabin activities
- Conducts a group discussion with the cabin group daily; maintains order within the cabin group
- Responsible for his/her campers 24 hours a day; while not always with each camper, counselors ensure that campers attend activities and are always aware of where their campers are and what they are doing

¹ Note: Junior Counselors do not provide direct supervision of campers without the presence of a counselor 18 years or older and only work the sessions that correspond to their gender.

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- Interprets and enforces health and safety rules for campers
- Sees that campers are appropriately attired and reasonably clean
- Teaches campers to know what is expected of them behaviorally, including counseling campers on choices of activities and mediating behavioral issues
- Helps the campers settle into bed at lights out, making sure that they feel safe and secure
- Sleeps in the cabin with children of the same gender throughout the night

Adventure Group and High Adventure Duties:

- Adventure group counselors must be appropriately trained in the adventure group they are leading; these skills must be verified and documented by the appropriate supervisor.
- Leads and guides an adventure group of 8-12 campers in daily activities such as hiking, canoeing, caving, rappelling, cooking out, and low ropes course.
- During older camper sessions, leads an overnight camping trip and adventure activities (High Adventure).
- Maintains responsibility for the group during the entire adventure group time or High Adventure; maintains order within the adventure group
- Interprets and enforces health and safety rules for campers including ensuring that campers are appropriately attired for the activity
- Teaches campers to know what is expected of them behaviorally
- Makes necessary preparations prior to the start of the activity (i.e., gets helmets for caving, first aid kit with EPI pen for hiking); cleans, repairs and returns all equipment after the activity

Interest Group Duties:

- Leads and guides a daily interest group of 3-12 campers in activities such as team sports, craft projects, creative writing, nature walks, etc.
- Maintains responsibility for the group during the entire interest group time; maintains order within the interest group
- Interprets and enforces health and safety rules for campers including ensuring that campers are appropriately attired for the activity
- Teaches campers to know what is expected of them behaviorally
- Makes necessary preparations prior to the start of the activity (i.e., gets equipment for wood burning, sets up Big Lodge for games); cleans, repairs and returns all equipment after the activity

Other Duties:

- Other duties as assigned.

Stipend and Benefits:

- Staff stipends vary according to experience and skills. Inquire with Camp Director for specifications. Stipends are paid at the end of staff training and each session.
- All meals are provided during staff training and camp sessions.
- Lodging is provided in rustic cabins.
- Time off will be allotted as the program schedule allows-- ideally two hours per day. A break of at least 48 hours is scheduled between each camp session.