

# **Camp Counselor Job Description**

## **Similarities for most camps**

- **Qualifications & Requirements**
  - Age/grade requirements
  - Complete application guidelines
  - Required participation in trainings
  - Description of required attitude and characteristics
  
- **Duties**
  - Assist camp staff
  - Assume responsibility of safety of youth (be familiar with risk management plan) and report all incidences to the nurse
  - Follow camp objectives, rules, policies, and guidelines
  - Positive Role model
  - Genuine interest in campers
  - Punctual
  - Problem solving through situations and seeking assistance when necessary
  - Attend scheduled meetings and trainings
  - Participation
  - Follow directions
  - Perform other duties as assigned

## **Additional Tid-Bits you can add:**

- Dividing Senior or head camp counselor roles and Junior counselor roles
- Requirements for CPR/ 1<sup>st</sup> Aide Training
- A Responsible to section
- Assist with serving and clean up at meal time
- Know where your campers are at all times (doesn't work with every camp)
- Prepare songs and skits for camp
- Any additional teaching duties
- Include Purpose and Benefits of this role in description
- Provide Job description and list of rules and responsibilities for camp for the youth to sign that they assume responsibility for their actions. (We use Code of Conduct for 4-H, and additional county rules).
- Serve as chaperone at night in cabins

# Sample Form

## Camp Counselor Job Description

Position title: Camp Counselor

Purpose of the Position: To serve as the primary adult responsible for the youth in your group, and to assist State 4-H staff in implementing the program (including chaperoning classes, physical activities, presentations and events).

Benefits of the Position: Fun interacting with younger 4-H youth; expand your knowledge, develop leadership skills, new leadership opportunities, increase enthusiasm and possibilities for college.

### Qualifications and Requirements:

- Must have just completed the 7<sup>th</sup> - 12 grades
- Must complete application requirements:
  - Application form
  - Completed and signed health form/ code of conduct
  - 1 letter of recommendation
  - Be interviewed
  - Attend the four training dates prior to camp
  - CPR/ 1<sup>st</sup> Aide training is recommended
- Exhibit characteristics of: leadership, responsibility, patient, dependability, maturity, integrity, ability to work independently, and display a positive attitude

### Duties:

- Assume responsibility of safety of campers (be familiar with risk management plan) and report all incidences to the nurse
- Follow camp objectives, rules, policies, and guidelines
- Assist staff with all camp activities
- Serve as a positive role model for youth
- Show a genuine interest in campers
- Be punctual
- Problem solve through situations and seek assistance when necessary
- Attend scheduled meetings and trainings
- Participate
- Follow directions
- Work to ensure all youth are comfortable, safe, and included
- Cabin chaperone for youth at night
- Know Where campers are at all times
- Perform other duties as assigned

### Responsible to:

- Camp Director/ State 4-H Staff
- Camp Program Director

- Additional Camp staff