

Camp Ramah in Northern California

Job Description

Job Title: **Counselor/Specialist**

Classification: **Nonexempt (Seasonal)**

Reports to: *Specialty Track Head, Division Head*

All staff report to the Camp Director

Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. Specialists are the frontline educators and instructors in our specialty track responsible for skill building. This position is a hybrid of both roles.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - ◇ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - ◇ Assure campers are properly supervised at all times.
 - ◇ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - ◇ Responsible for leading and assisting with the teaching of activities.
 - ◇ Actively participate in all program areas as assigned.
 - ◇ Provide for the progression of activities within the framework of individual and group interests and abilities.
 - ◇ Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - ◇ Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - ◇ Ensure that campers receive their medications as directed by health care manager.
 - ◇ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
 - ◇ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- ◇ Contribute to verbal and written evaluations and communication as requested.
- ◇ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◇ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

- ◇ Assist in the planning of any special events on or near the waterfront.
- ◇ *For further tasks and duties, please see accompanying list of general responsibilities of programmatic staff.*

Relationships: Camp Counselors work with other counselors, and report to Camp Leadership. Their direct supervisor is the head of their division/specialty area, ultimate supervisor is the Camp Director.

Counselors generally have regular relationships with kitchen staff, program specialists, business and maintenance staff. Counselors are expected to be professional in their demeanor and interaction with all parties present at Camp Ramah in Northern California

Equipment Used: writing utensils, paper, books, games, crafts, camping equipment, sports equipment, specialty track equipment (including water safety tools, theater equipment, Outdoor equipment).

Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Qualifications: (Minimum Education and Experience)

- ◇ Must be 18 years of age or high school graduate.**
- ◇ Must be able to obtain or become certified in First Aid/CPR.
- ◇ Must submit health history record and examination form prior to first day of work.
- ◇ Ability to interact with all age levels.
- ◇ Must be able to pass a background check as required by the state of California

Knowledge, Skills, and Abilities:

- ◇ Understand the development needs of youth.
- ◇ Ability to relate to youth and adults in a positive manner.
- ◇ Demonstrate knowledge and skill in program areas designated camp program areas.

Physical Aspects of the Job:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers

**under 18 staff may be hired at the discretion of the Camp Director in rare circumstances

Some physical requirements of a General Counselor position may include endurance such as prolonged standing, some bending, stooping, walking long distances, hiking, 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 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.