

Counselor



Job Overview

Counselors live in the cabin with campers and are responsible for their overall welfare. Counselors assist campers with daily activities and help organize them for special events, all the while ensuring their campers are enjoying their time at camp.

Minimum Qualifications

- minimum age of 21
- desire & ability to work with children ages 8 - 17 years
- previous experience with children
- ability to assist in teaching activities, especially sports
- must have enthusiasm and patience, and be safety conscious

General Responsibilities

- live in cabin with campers (# of campers may vary each week - minimum of 9)
- supervise & participate in all assigned aspects of the campers' day including: morning wake-ups, cabin cleanups, meals, recreation & evening activities, laundry, preparing for bed, supervising personal hygiene, enforcing lights out & curfew, overseeing unpacking & packing of campers' luggage
- help campers plan their participation in cabin-wide & camp-wide programs, special events and activities
- organize campers for all activities and ensure their attendance - camper time management
- assume responsibility for enforcing the rules, policies, safety procedures, and traditions of the camp with a positive attitude
- assume responsibility for the health and welfare of the campers entrusted to your charge
- serve as a good example to campers in personal language, appearance and health habits
- assist with afternoon recreational activities
- assist with the All Sports Camp on a rotating basis
- complete all paperwork accurately (and timely); check-in/out forms, cabin photo ordering, etc.
- prepare and actively participate in staff training meetings and supervisory conferences
- communicate weekly with head counselors through journal writing and one-on-one sessions
- read ISTC handbook thoroughly and be responsible for knowing the information
- maintain good public relations with campers' parents
- assist with night patrol and canteen duties on weekends and when not counseling
- observe camper behavior, assess its appropriateness, and enforce safety regulations by applying appropriate behavior-management techniques

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

General Rules

Counselors are responsible to the camp owners, camp directors and head counselors. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Staff fraternization with campers is strictly forbidden and is grounds for immediate dismissal.
3. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
4. Appropriate dress is required.
5. Follow and comply to all rules, regulations, policies and procedures outlined in the ISTC staff handbook.

Hours

Counselors have one day off per week on either Friday from 12:00 noon to Saturday at 11:30 am or Saturday at 11:30 am until Sunday at 11:00 am.

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