



## COUNSELOR

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; such as waterfront, ropes course, jet skiing, mountain biking and arts and crafts
- 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, maximum of 25)
- 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
- maintain a positive atmosphere at camp by preventing social cruelty between campers (bullying, cliques, name calling, teasing, etc.)
- support campers with specific needs (homesick, sleep issues, special medications, anxiety, etc.)
- 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 and participate in All Sports sessions as scheduled
- complete all paperwork accurately (and timely); check-in/out forms, cabin photo ordering, rec sign-ups, camper birthday, international and 5+ year camper presenters, etc.
- prepare and actively participate in staff training meetings and supervisory conferences
- communicate weekly with resident life directors through journal writing and one-on-one sessions
- perform cabin cleaning responsibilities
- maintain good public relations with campers' parents
- assist with evening and 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
- guide and teach Counselors In Training (CIT) assigned to your cabins and sessions, discuss and review CIT mentor forms

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

## 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. There is a 10:15 pm curfew with exception to your day off.

## GENERAL RULES

Counselors are responsible to camp owners, camp directors, program directors, and resident life directors. 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. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.