



COUNSELOR

Counselors live in the single sex cabins with campers and are responsible for their overall well-being. They shape a positive camp experience by building rapport with their campers and assisting with their daily activities.

MINIMUM QUALIFICATIONS

- minimum age of 20
- 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, adventure activities, and arts and crafts
- must have enthusiasm, patience, and problem-solving skills; and be safety conscious

GENERAL RESPONSIBILITIES

- live in the single sex cabins with campers and other counselors (# of campers may vary each week)
- specialize in areas such as waterfront, ropes course, jet skiing, mountain biking, golf, fitness and arts and crafts
- facilitate planning and implementation of camp-wide special events and activities, using creativity and strong judgment skills
- guide campers in organization for all activities and ensure their attendance
- maintain a positive atmosphere at camp by preventing social cruelty between campers (bullying, cliques, name calling, teasing, etc.)
- assess and support campers with specific needs (homesickness, sleep issues, special medications, anxiety, etc.)
- handle 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
- supervise and 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 and curfew, overseeing unpacking and packing of campers' luggage
- model behavior to campers in personal language, appearance and health habits
- facilitate and/or join campers in afternoon recreation activities
- contribute to and participate in any All Sports sessions as scheduled
- compile all paperwork accurately (and timely); forms, camper birthdays, award presenters, etc.
- prepare and engage in staff training meetings and supervisory conferences
- communicate weekly with Resident Life Directors through journal writing and one-on-one sessions
- develop and enforce cabin cleaning responsibilities with your campers
- engage in good public relations with campers' parents
- operate evening/night patrol and other duties on weekends and when not supervising campers
- witness and recognize camper behavior, assess its appropriateness, and enforce safety regulations by utilizing 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, smoking and nicotine products 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.