

Chapel Lane Presbyterian Church

Counselor Responsibilities & Jobs

Responsibilities to Adult Staff and the Camp in general:

- **Be on time for all activities!!!!**
- Be supportive of the camp program by **enthusiastically** participating in all activities.
- Be a liaison between the adult staff and the campers.
- Be an advocate for the campers you are responsible for.
- Do not leave the camp boundaries without the expressed permission of the camp director and under the supervision of a senior adult (over age 25 unless specifically authorized by camp director).
- Be supportive of staff decisions and actively participate in making those decisions. Provide information and personal recommendations in order that the best possible outcomes are achieved.
- Do not leave campers without supervision or with limited supervision during the times you are assigned that responsibility.
- Be familiar with and follow camp rules and safety guidelines as outlined in the Policies and Procedures Manual. Counselors must help in maintaining these rules and guidelines.

Responsibilities to Campers:

- Be committed to the campers' health and safety (physically, mentally, and emotionally) as your first priorities as outlined in this form, as well as in the camp Policies and Procedures Manual.
- Always know the whereabouts of campers assigned to you.
- Treat every camper with respect and as an important individual. Help campers do the same.
- Be aware of campers' attitude, appearance, appetite, activity level, and health habits. Know your campers! Report any safety concerns, unlawful plans or behavior (as defined by camp rules or state/federal laws) to the Camp Director and/or local authorities. Report any health changes or any injuries to the Health Officer.
- Know emergency signals and procedures. Your response during emergencies and drills is essential to the safety and wellbeing of your campers.
- Be in cabins at camper "in-dorm" time and remain there until wake-up call.

Responsibilities to other Counselors:

- Respect and support your peers in the discharge of your counselor responsibilities and support of the camp rules.
- Keep strong personal feelings toward one another (positive or negative) from becoming part of the interpersonal relationship at camp. Don't let interpersonal relationships detract from the camp goals or the campers' or staff members' positive experiences.

Responsibilities to Self:

- Discuss any problems with an adult staff member so that they can assist in problem solving. You are not required to assume inappropriate authority or responsibility.
- Get enough sleep during the week so that you can perform at your best and have a safe drive home.
- Conduct yourself with honesty and integrity.
- Remember...with responsibility comes privilege and with privilege comes responsibility.

Jr. Counselors: (\$100.00 Stipend)

Responsible to Sr. Counselors

Duties:

- ✓ Attend and actively participate in counselor training on Saturday.
- ✓ Assist with camper check-in on Sunday. (Counselor check-in on Sunday at 1:00 p.m.)
- ✓ See “Counselor Responsibilities” above.

Qualifications/Education/Training Requirements:

- Must be 15-18 years old.
- Leadership experience with younger children and youth.
- Previous camp counselor experience or training is *desired*.
- Demonstrated interest in developing further leadership skills with youth in a camp setting.
- One or more certifications in CPR, first aid, or life guarding is desired.
- Demonstrated initiative and ability to accept responsibility & instruction.

Sr. Counselors: (\$200.00 Stipend)

Responsible to Lead Counselor

Duties:

- ✓ Attend and actively participate in counselor training on Saturday.
- ✓ Assist with camper check-in on Sunday. (Counselor check-in on Sunday at 1:00 p.m.)
- ✓ See “Camp Counselor Responsibilities” listed below.

Qualifications/Education/Training Requirements:

- Must have a year of college or equivalent.
- Leadership experience with younger youth.
- Previous camp counselor experience or training *is desired*.
- Demonstrated interest in developing further leadership skills with youth in a camp setting.
- One or more certifications in CPR, first aid, or life guarding are required.
- Demonstrated initiative and ability to accept responsibility.

Lead Counselor:(\$300.00 Stipend Position)

Responsible to Program Director

Duties:

- ✓ Serve as a liaison to other staff; provide feedback to counselors and other staff members.
- ✓ Know emergency signals and procedures.
- ✓ Assist camp counselors in providing supervision in the areas of health, discipline, safety, assigned duties in cabins, and with any special concerns. Supervise counselors in taking count of campers and monitoring their locations throughout the day including during emergency situations/drills.
- ✓ Assist in training of counselors.
- ✓ Report all injuries to Health Officer and Director
- ✓ Assist instructors and director as needed.
- ✓ Assist in monitoring the health and welfare of the counselors.
- ✓ Meet or visit with counselors periodically to provide feedback and support.
- ✓ Wake up campers and counselors in time for morning activities.
- ✓ Encourage counselors to maintain healthy sleep and eating patterns.

Qualifications/Education/Training Requirements: This position is by invitation only.