

| | | | |
|--------------------|---|-------------------------|-------------------|
| Job Title: | Camp Counselor | Reports To: | Head Counselor |
| Department: | Outdoor | Travel Required: | Minimal |
| Location: | Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI | Status: | Seasonal |
| Salary: | \$60 per day (position requires a 6-day workweek) | Date Posted: | February 14, 2019 |

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Subject Line: Camp Counselor- Preferred location
Email: camplinden@gshom.org or campmerriewood@gshom.org
Website: <https://www.gshom.org/en/our-council/careers.html>
Fax: (269)492-1439

MAIL: HR – OUTDOOR DEPARTMENT
 Girl Scouts Heart of Michigan
 Subject Line: Camp Counselor –
 601 W Maple
 Kalamazoo, MI 49008

Job Description

POSITION SUMMARY/OBJECTIVE

Camp Counselors are the primary caregivers for each camper. The Camp Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist girls with choosing which activities they attend each day and turn in unit sign-up sheets to program coordinator so they can create a master schedule.
- Apply basic youth development principles to empower girls, embrace diversity, aid in competency development, and build connections.
- Supervise campers during both structured and unstructured times.
- Facilitate program areas such as arts and crafts, nature hikes, geocaching, science, drama, etc.
- Assist in program areas where a coordinator is leading the activity.
- Adapt activities as necessary to create a progression based on the needs and experience of the participants.
- 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 their physical, emotional, and psychological needs Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp Health Officer and/or resident camp director when appropriate.
- Assist in the management and care of the camp and its facilities. Perform maintenance as trained and able; report repairs or maintenance needed promptly to the Camp Director.
- Be a role model to campers and staff in your attitude, behavior and following of camp procedures.
- Participate enthusiastically in camp activities, planning, and leading those as assigned.
- Follow and uphold all risk management procedures at activities, including high adventure areas such as the waterfront and archery range.
- Deliver First Aid/CPR and follow camp emergency procedures as needed
- Other duties as assigned.

QUALIFICATIONS/EDUCATION

- 18 years old or 17 years old with a high school diploma.
- Ability to interact with all age levels.
- Previous experience with overnight camp or children preferred.
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.
- Desire and ability to work with children outdoors.

- Knowledge of the Girl Scout program preferred.

COMPETENCIES

- Conflict Management
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction
- Patience

WORK ENVIRONMENT

Operates in a professional camp environment and will live on site, in units with campers. Ability and willingness to work in various activity areas within camp (archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to assist campers in their activities. Will spend majority of hours each day standing and interacting with children.

WORK SCHEDULE

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

COMPENSATION

- Room and board
- \$60 per day (position requires a 6-day workweek)

LOCATION EMPLOYMENT DATES

Camp Merrie Woode: June 16th through August 11th, 2019

Camp Linden: June 16th through August 11th, 2019

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____