

## **Job Description**

**Position:** 9-12 Counselor

**Reports To:** Campus Director/ Lead Counselor

### **Duties and Responsibilities:**

- Responsible for always smiling and keeping an up beat attitude!!
- Responsible for making sure that all activity areas and grounds are kept neat, clean and safe, before and after use. (Please notify the Campus Director if any facility, equipment, etc. are a potential hazard or in need of replacement.)
- Responsible for returning all equipment & supplies to their proper location at the completion of an event/activity.
- Responsible for unlocking, locking, and returning keys for various equipment closets, etc when done using them.
- Responsible for execution of all scheduled activities.
- Responsible for supervision of those children, participating in your particular event or activity.
- Responsible for showing up for and having activity or event ready to go 10 minutes before scheduled time.
- Responsible for maintaining a professional, neat and clean appearance at all times.
- Responsible for learning the basic facilities, layout of camp, and the communication system in the event of an emergency. Be familiar with phone locations, first aid stations, information stations, etc.
- Responsible for learning and knowing the rules, procedures and locations for all scheduled events and activities. A counselor should be present at all scheduled activities.
- Responsible for adherence to all rules, regulations, and policies of the camp.
- Responsible for assisting with and attending the 9-12 sleepout when scheduled.
- Responsible for being a good listener and responding to the needs of our camp families.
- Responsible for other duties that may be assigned from time to time.