

# Summers @ Mizzou: Counselor Job Description

*JULY 27-29, 2009*

Job Title: **Camp Counselor**  
Classification: **Nonexempt**  
Reports to: **Teresa Bishop, Project Coordinator**

## **Position Purpose**

Counselors are the primary caregivers for each camper. Depending on the camp, they may also plan the educational content. Counselors will provide guidance and supervision to youth between the ages of 12 and 18 during the day while they are at the University of Missouri-Columbia for Summers @ Mizzou Camps.

## **Time Commitment**

- ♦ 3.5 hours of counselor training and preparation
- ♦ 15-30 hours to plan the camp day time educational content
- ♦ 2 Full days and 1 half day 8:00 am through 5:00 pm, Monday July 26th through Wednesday July 29th
- ♦ Counselors for Scrub-In to a Health Career will work 3 Full days and 1 half day: Monday, July 26 through Thursday, July 30
- ♦ Some counselors will work on Thursday, July 30th from 2:00 pm – 5:00 pm.

## **Essential Job Functions**

1. Assist in the direction, supervision, and organization of campers within activities and throughout the camp in order to meet the intended camper outcomes.
  - ♦ Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
  - ♦ Assure campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ♦ Responsible for leading and assisting with activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Provide for the progression of activities within the framework of individual and group interests and abilities.
  - ♦ Facilitate, assist with and participate in programming as assigned.
3. 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 personal health needs.
  - ♦ Be alert to campers and other staff needs and assist them with personal and/or health problems, and discuss with camp director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

**Other Job Duties**

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise programs, and other camp functions.

**Relationships**

Counselors may be asked to have regular relationships with the program staff of the daytime camps, dorm staff, and staff providing leadership for the evening programming. Counselors may need to communicate with these staff members of other agencies in order to share information and solve problems in a collaborative manner.

**Equipment Used**

Counselors may be asked to drive camp automobiles.

**Qualifications** (*Minimum Education and Experience*)

- ♦ Must be 21 years of age and high school graduate.
- ♦ Valid Missouri driver's license.
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ Ability to interact with all age levels.
- ♦ Complete the Missouri 4-H Volunteer Screening Form and be approved by Missouri 4-H to work with 4-H youth.

**Knowledge, Skills, and Abilities:**

- ♦ Understand the developmental needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.

**Physical Aspects of the Job**

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, evaluate its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, evaluate its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Physical ability to walk long distances and participate in outdoor activities with exposure to the sun and heat.

**Benefits**

- ♦ Pay will be approximately \$500.
- ♦ Lunch Monday through Wednesday or Thursday.