

Position Title: Camp Counselor
Reports to: Camp Director
Classification: Seasonal / Full-Time



Position Summary

Acts as the primary caregiver for designated campers throughout the summer, assisting in the daily management of camper schedules, facilitation of assigned programs, and their general health and well-being in accordance with GSWESTOK policies, GSUSA Safety Activity Checkpoints, and American Camp Association standards.

Principal Duties:

- Assist in the direction, supervision, and organization of campers in their living unit, within activities, and throughout camp in an effort to achieve intended program outcomes.
- Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
- Be alert to campers' needs and assist them with personal and/or health problems, and report to the Camp Nurse and/or Camp Director when appropriate.
- Ensure that campers receive their medications as directed by Camp Nurse.
- In coordination with the Program Manager, Aquatic Manager, and/or Program Coordinators, actively participate in all program areas as assigned and assist in specialized program areas such as helping with equipment and/or acting as a watcher at the waterfront or pool, and/or facilitating or making supervision ratios for archery, ropes, rock wall, zip line, nature, arts and crafts, equestrian programs, and other specialized activity areas as directed.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Ensure campers are properly supervised at all times in accordance with required safety ratios. Counselors stay in cabins or treehouses in unit with campers, which are adequately close to where campers sleep.
- Assist in maintaining care of camp properties, supplies, and equipment, reporting maintenance issues to Camp Director in a timely and efficient manner.
- Responsible for the cleanliness of the living unit throughout the week, including but not limited to latrines, restocking necessary supplies, garbage collection, and clean/clear campfire scars.
- Assist campers with sending/receiving mail when necessary.
- Assist with check-in and check-out of campers for each camp session.
- Attend entire pre-camp training (May 19-24 & May 28-31) and all regularly scheduled meetings/trainings; assist in planning and implementation as needed.
- Assist in opening and closing procedures for each summer camp session, as well as finalization of closing camps after all sessions are complete.
- Must be available to work and/or stay at camp for up to three weekends on a rotating basis with other staff to provide adequate supervision and activity facilitation for weekend camp sessions.
- Complete other duties as assigned by Director of Camp & Outdoor Program, Camp Director, Assistant Camp Director, and other designated leadership staff.

Qualifications

- Must be at least 18 years of age.
- Must be able to obtain certifications in Council "Let's Camp" Training, First Aid/CPR/AED and Youth Mental Health First Aid.
- Must be open to obtaining certifications in Rock Wall, Archery, Low Ropes, Small Craft Safety, Food Handling, etc. prior to the start of pre-camp staff training (May 19-24 & May 28-31).
- Submit health history and physical examination forms signed by a licensed professional indicating good physical and mental health prior to staff training.
- Become a registered member of Girl Scouts Western Oklahoma and pay annual membership dues; submit to a criminal background check and drug screen.
- Accept and model the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Ability to work with and understand the developmental needs of youth of all age levels.
- Have a genuine interest in and experience with working with children.
- Demonstrate knowledge and skill in camp and outdoor program areas; camp experience and/or leadership preferred but not required.
- Display enthusiasm, flexibility, objectivity, and maturity of judgement.
- Ability to manage time effectively and handle several situations or projects at the same time.
- Ability to place the needs of campers and camp program above personal desires.
- Ability to work in a camp setting and appreciate the outdoors.

Essential Functions of the Job & Work Environment

- Must be willing to work at a combination of day and overnight camp at both locations for the entire summer.
 - Camp E-Ko-Wah in Marlow, OK from May 19-June 30
 - Camp Trivera in Oklahoma City, OK from July 7-August 7
- Ability to observe camper and staff behavior, assess appropriateness, enforce appropriate safety regulations, emergency procedures, and apply appropriate behavior-management techniques.
- Must be able to react and respond to predetermined procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to maintain constant supervision of campers.
- Must be able to endure prolonged standing, bending, walking long distances on uneven terrains, and daily exposure to sun, heat, and other weather conditions as well as animals and insects.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities, in close proximity to campers and staff.
- Ability to set up, take down, operate camp program equipment, and lift up to 50 lbs.
- Attendance is required and is defined as having regular, consistent, reliable, punctual and predictable attendance, including the ability to work regular shifts, before and after hours, and on weekends when required.