

Position Title: Camp Counselor
Reports to: Camp Director(s)
Classification: Seasonal / Full-Time / Safety Sensitive



Position Summary

Assist with managing the daily operations of and implementing unit programs; supervise the health and well-being of campers.

Principal Duties:

- Counselors are the primary care giver for each camper. You will be responsible for a group of up to 24 campers on a daily basis, ensuring their health and safety and managing their behavior.
- Be alert to campers' needs and assist them with personal and/or health problems, and report to Camp Nurse and/or Camp Director when appropriate.
- Ensure that campers receive their medications as directed by Camp Nurse.
- Be responsible for organizing, setting up, and leading fun and meaningful activities for campers; model constructive and enthusiastic participation in these activities.
- 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 tents 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.
- Counselors are 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 and all regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; 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.
- Counselors must be available to work and/or stay at camp 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

- Minimum age: 18 years old.
- 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, Ropes Course, Small Craft Safety, Food Handling, etc.
- Submit health history and physical examination forms signed by a licensed professional indicating good physical and mental health prior to staff training.
- Become registered member of Girl Scouts Western Oklahoma and pay annual membership dues; clearance of a criminal background check and drug screen.
- Accept 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 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

- Must be willing to work at a combination of day and overnight camp at both Camp Ekowah in Marlow, OK and Camp Trivera in OKC, OK.
- Ability to observe camper & staff behavior; assess appropriateness, enforce appropriate safety regulations and emergency procedures and appropriate behavior-management techniques.
- Must be able to react and respond to pre-set 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 assist in supervision of campers.
- Must be able to endure prolonged standing, bending, walking long distances over uneven terrains, and daily exposure to the sun, heat, other weather conditions, animals, and insects.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- 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, irregular hours, and on weekends when required between May 19-August 15, 2025.