

CAMP COUNSELOR JOB DESCRIPTION

Position Title: Counselor

Reports to: Camp Director(s), Assistant Camp Director, and designated Leadership Staff

Classification: Seasonal / Full-Time

Position Summary

Camp Counselors create a positive, inclusive, and developmentally supportive experience for all campers. Counselors serve as the primary caregivers for campers, ensuring their health, safety, and emotional well-being while leading daily activities, assisting with program delivery, and supporting the overall camp community. Counselors live in-unit with campers, model Girl Scout values, and help implement engaging, safe, and meaningful programs in alignment with GSWESTOK policies, GSUSA Safety Activity Checkpoints, and American Camp Association standards.

Principal Duties

Camper Care & Supervision

- Serve as the primary caregiver for a group of up to 24 campers, ensuring constant supervision, well-being, and emotional support.
- Build a sense of belonging within the unit by modeling inclusive behavior, kindness, and respectful communication.
- Be alert to campers' needs; assist with personal and health concerns; and report issues to the Camp Care Coordinator or Camp Director when appropriate.
- Ensure timely and accurate medication delivery as directed by Camp Care Coordinator.
- Use appropriate behavior-management techniques and reinforce positive behaviors.
- Maintain strict confidentiality and professionalism when handling sensitive camper or staff information.

- Ensure all required supervision ratios are met at all times, including during overnights, transitions, and high-traffic program times.

Program Support & Facilitation

- Lead, assist, and enthusiastically participate in camp activities, modeling full engagement in all programs.
- Organize, set up, and facilitate fun, meaningful, and developmentally appropriate activities for campers.
- Support specialized program staff (archery, ropes, rock wall, zipline, lake, pool, arts & crafts, nature, etc.) by helping manage equipment, transitions, ratios, and group flow.
- Assist in carrying out weekly program schedules as assigned by leadership and follow all program safety protocols.
- Participate in special events such as Packout Night, Off camp expeditions, all-camp programs, ceremonies, and evening activities.
- Support GSLE and badge-based programming as directed by Program Leads or GSLE Specialists.

Unit Living & Camp Operations

- Live in open-air cabins or tents with campers, providing overnight supervision and maintaining a safe and supportive living environment.
- Maintain cleanliness of the living unit throughout the week, including latrines, trash removal, supply restocking, and maintaining clean campfire areas.
- Assist with mail distribution and communication needs for campers.
- Assist with camper check-in, check-out, and weekly opening/closing procedures.
- Help care for camp properties, supplies, and equipment and report maintenance concerns in a timely manner.

Teamwork & Staff Collaboration

- Participate in ongoing training and development opportunities throughout the summer.
- Engage positively with all staff teams (Adventure, Creative Programs, Leadership, GSLE) to ensure smooth program delivery.
- Demonstrate enthusiasm, flexibility, objectivity, cooperation, and maturity when working with peers and leadership.
- Attend all staff meetings, daily briefings, and weekly check-ins as scheduled.
- Foster a supportive and inclusive culture for CITs and PAs by modeling positive leadership and encouraging skill development.

Other Responsibilities

- Assist in site setup and pack-up at the start and end of each session, and participate in full summer closing responsibilities.
- Complete other duties as assigned by Director of Programs, Camp Director, Assistant Camp Director, or designated leadership staff.

Qualifications

- Minimum age: 18 years old.
- Ability to obtain certifications in Council “Let’s Camp” Training, First Aid/CPR/AED, and CampWell Training.
- Willingness to pursue training in program areas as needed (rock wall, archery, ropes course, small craft safety, lifeguarding, food handling, etc.).
- Submission of required health forms signed by a licensed professional prior to staff training.
- Must become a registered member of Girl Scouts Western Oklahoma and pass all background and drug screenings.
- Acceptance of Girl Scout Mission, Promise, and Law.

- Ability to work with and understand the developmental needs of youth across age levels.
- Genuine interest in child development, youth engagement, and outdoor education.
- Strong interpersonal skills, flexibility, enthusiasm, and sound judgment.
- Ability to multitask, adapt, and prioritize in a fast-paced environment.
- Ability to place camper and program needs above personal preferences.
- Interest in working in an outdoor, community-oriented, rustic camp environment.

Essential Functions of the Job

- Willingness to work at both Camp Ekowah (Marlow, OK) and Camp Trivera (OKC, OK) across day and overnight camp sessions.
- Ability to observe camper/staff behavior, assess appropriateness, and respond quickly to behavioral or safety concerns.
- Ability to follow emergency procedures in situations involving fire, weather events, evacuation, illness, or injury.
- Physical ability to supervise campers and participate in activities requiring stamina and endurance.
- Ability to stand for long periods, walk long distances on uneven terrain, and work in adverse weather, heat, sun, insects, and rustic conditions.
- Willingness to live in a primitive camp setting and work irregular hours with limited facilities.
- Ability to lift up to 50 lbs and set up/take down program equipment.
- Attendance is required: regular, reliable, punctual, and predictable presence between May 26–August 7, 2026 (International staff: May 18–August 7). Attendance is required the weekend of June 5th-7th