

# Camp Counselor Position Description

## Minimum Qualifications

- 🌲 Desire and ability to work with children (grades 3<sup>rd</sup> – 8<sup>th</sup>) outdoors
- 🌲 Ability to relate to one's peer group
- 🌲 Ability to accept supervision and guidance
- 🌲 Ability to assist in teaching an activity
- 🌲 Good character, integrity, and adaptability
- 🌲 Enthusiasm, sense of humor, patience, and self-control
- 🌲 Age requirement of a Sr. Counselor is 16 years of age.
  - Jr. Counselor must be at least 14 years of age.



## Responsible to

Agents, adults, and camp chair

## Camp Goals

## General Responsibility

To identify and meet camper needs.

## Specific responsibilities

- 🌲 Learn the likes/dislikes of each participant.
- 🌲 Recognize and respond to opportunities for problem solving in the group.
- 🌲 Develop opportunities for interaction between campers and staff.
- 🌲 Provide opportunities for the group so that each individual experiences success during camp.
- 🌲 Provide opportunities for discussion of individual or group problems or concerns.
- 🌲 Help each participant meet the goals established by the camp for camper development.
- 🌲 Guide cabin or unit groups and individual campers in participating successfully in all aspects of camp activities.
- 🌲 Carry out established roles for supervising camper health.
- 🌲 Carry out established roles in enforcing camp safety regulations.
- 🌲 Develop cabin or unit activity plans with participants as appropriate.
- 🌲 Supervise all assigned aspects of the campers' day.
- 🌲 Instruct campers in emergency procedures.
- 🌲 Help campers plan their participation in camp-wide programs, special events, and activities.
- 🌲 Assist in teaching or leading an activity, as assigned.
- 🌲 Prepare for and actively participate in training and meetings.
- 🌲 Set a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores, sportsmanship, and table manners.
- 🌲 Follow code of conduct.
- 🌲 Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and use of drugs.
- 🌲 Encourage respect for personal property, camp equipment, and facilities.
- 🌲 Manage personal time off in accordance with camp policy.
- 🌲 More responsibilities may be assigned as required.

# Agreement between Counselor and Extension Agent

This contract contains the responsibilities and duties of the camp counselor and Extension Agent at camp. By signing the contract, both the counselors and agent agree to accept and carry out these responsibilities.

## **Camp Counselor General Responsibility**

**Assume responsibility** for a group of campers from several counties for **24 hours a day** during camp.

### **Specific Duties**

-  Counselor Job Description, Code of Conduct, and Counselor training material apply.
-  Participate in Heart of KS camp counselor training session.
-  Know where your campers are at all times (including free time) and be present at critical times.
-  Promote a helping relationship by interacting with your living group at all times during camp.
-  Be aware of health, safety and well-being of your campers. Check for illness or injury.
-  Report major health problems to camp health professional. Supervise taking medicine when appropriate.
-  See that you, your living group and fellow counselors know and observe camp rules.
-  Help your living group follow the daily camp schedule.
-  Be sensitive to campers personalities, differences and needs.
-  Be aware that your living group will copy your behavior.

***In the event of a serious rule infraction, those involved will meet with the Heart of KS camp disciplinary committee. Consequences of repayment of up to ½ of the camp fee per occurrence, apology letters to the Heart of KS camp group, local 4-H Council, local Extension Agents and direct contact with parents will result. Further disciplinary action may also be deemed necessary by the local county 4-H program.***

## **County Extension Agent's General Responsibility**

Assume the responsibility of providing support for camp counselors and their living groups.

### **Specific Duties**

-  Make financial arrangements for camp counselors.
-  Make housing assignments for campers and counselors.
-  Provide counselors training including: orientation to camp, schedules of activities, anticipated problems and ways to deal with them.
-  Be responsible for overseeing camp schedule, special group activities, challenges, activities sign-up and night patrol.
-  Support counselors when problems occur.
-  Be a resource for emotional and social support of counselors.
-  Supply information about special health needs of campers.
-  Assist counselors and camp nurse in emergency situations.
-  Serve as a go between for counselors and camp site staff (example special equipment, supplies, etc.)
-  Assist as a go between for counselors and parents when necessary.

Other responsibilities to be negotiated.

We agree to accept the above responsibilities and support each other at camp.

Counselor \_\_\_\_\_ Date \_\_\_\_\_

Agent \_\_\_\_\_ Date \_\_\_\_\_