

MEDCAMPS OF LOUISIANA, INC.

Job Description

Title: Camp Counselor

Report to: Camp Director and Senior Counselors

General Description:

Under the direction of the Camp Director and Senior Counselors, a Camp Counselor is 100% caregiver to the campers of MedCamps of Louisiana and in this responsibility should strive to identify and meet camper needs, carry out camp programs, and fulfill other staff roles so as to provide a safe and fun camping experience.

Minimum Qualifications:

- Experience working with children
- Ability to supervise children
- Ability to meet and interact with the public
- Ability to plan, organize, and carry out daily and special programs
- Ability to be creative and take initiative
- Ability to put personal convictions aside to ensure camper safety and interaction
- Good character, integrity, and leadership ability
- Enthusiasm and a sense of humor
- Patience and self-control
- Ability to enjoy the outdoors
- A high school diploma or equivalent

Essential Job Duties:

- Oversee the care and supervision of campers/cabin group
- Help campers with general hygiene needs when necessary
- Learn the likes and dislikes of each camper and guide campers in participating in all aspects of camp activities
- Maintain order in among camping group and cleanliness of cabin throughout the night
- Assist campers with any personal need they may have.
- Supervise and participate in all weekly camp activities
- Follow and maintain routines, schedules, and procedures for camp operations
- Organize, lead, and promote interest in recreational activities such as arts & crafts, sports, games, camping, and hobbies
- Help setup for camp prior to campers arriving and clean up the camp after campers leave

Physical Aspects of the Job:

- Ability to walk for much of the day (8-12 hours) through a hill-filled terrain
- Ability to withstand long hours in direct sunlight
- Ability to physically guide wheelchair bound children through camp for activities
- Ability to lift minimum of 50 pounds (an average 7 year old weighs around 50lbs)
- Ability to withstand living in a camp setting (wooded area with limited technology, cabins are air conditioned and have showers) for an extended period of time.

Relationships and Responsibilities:

- Kitchen Staff
 - Assist with beverage set up,
 - Assist with serving food
 - Assist with kitchen and dining area clean up
 - Maintain order and polite manners as campers go through serving line

- Nursing Staff
 - Assist with distribution of Meds for your cabin group
 - Maintain quiet while in infirmary
 - Helping campers take meds by supplying water and directing them on proper procedure in the infirmary
 - Reporting and submitting any medicine or vitamins you are taking to the infirmary
 - Reporting all injuries that occur at camp

- Maintenance Staff
 - Complete maintenance reports and place them in designated maintenance box
 - Report all cabin issues to Camp Director so that maintenance can be assigned to problem
 - Assist in grounds clean up by removing any trash throughout camp grounds
 - Turn air conditioner to fan only during the day
 - Display proper care for all equipment

- Volunteers
 - Direct volunteers to areas of activity
 - Guide volunteers in understanding camp policies
 - Demonstrate positive attitude and behavior at all time
 - Lead them to volunteer coordinator for assignment
 - Provide any assistance they may need

Other Job Duties:

- Assist Water Front Supervisor with pool recreations
- Assign and supervise volunteers and college students gaining credit hours for work done
- Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety
- Manage the daily operations of recreational facilities
- Organize, lead, and promote interest in recreational activities such as arts & crafts, sports, games, camping, and hobbies
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment
- Assist in set up of dining hall and various other locations for activities that may occur in the location
- All other duties as assigned