



**POSITION DESCRIPTION TITLE:** Camp Counselor

**DEPARTMENT:** Camp O'Malley

**REPORTS TO:** Camp Director

**CLASSIFICATION:** Non-exempt, Seasonal

**PRIMARY FUNCTION:**

Provide a safe and positive environment that aligns with the Camp O'Malley mission and other key youth development strategies. Oversee the daily activities of children attending the camp, ensuring they have a safe, fun, and enriching experience. Counselors will work closely with the Camp Director to plan, organize, and implement camp programs and activities that promote youth development and positive camp culture in an outdoor setting.

**Key Roles**

- Lead and supervise daily activities for a group of campers, ensuring a fun, inclusive, and educational experience, ensuring a 10:1 ratio at all times.
- Provide a safe and supportive environment for campers, ensuring their physical, emotional, and social well-being.
- Assist in developing, implementing, and leading camp programs that are engaging, age-appropriate, and aligned with the camp's goals.
- Lead programming including group games, arts & crafts, nature walks, and team-building activities.
- Foster a positive and inclusive environment where all campers feel respected and valued.
- Ensure campers' needs are met on an individual level, providing guidance and support when needed.
- During overnight weeks reside in cabins with campers, maintaining a safe, inclusive, and positive living environment.
- Supervise campers during all parts of the day — including meals, rest hours, showers, evening activities, and lights-out.
- Lead or assist with nighttime programs such as campfires, talent shows, or themed events.
- During overnight weeks respond calmly and appropriately to nighttime needs (e.g., homesickness, illness, or behavioral challenges).

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

**Additional Responsibilities:**

- Assist in setting up and organizing camp spaces, including activity areas, supplies, and materials.
- Address any behavioral or safety concerns in a positive and proactive manner.
- Actively participate in team meetings with camp staff
- Ensure the safety and well-being of campers by always following camp policies and safety protocols.
- Serve as a role model for professionalism, leadership, and camp spirit, both for campers and staff.
- Assist in daily property clean up: program areas, restrooms, cabins, dining hall, and grounds
- Participate in special programs and/or events as necessary for programming needs. This may include occasional weekends.
- Agree and follow the staff code of conduct and all staff policies.
- May be required to drive an organizational vehicle.
- Handle and serve food.
- Other duties as assigned.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Must be at least 18 years old.
- High School Diploma or GED Equivalent
- Previous experience working with children in a camp or recreational setting is preferred.
- Experience working with diverse groups of children
- Knowledge of youth development principles and practices.
- Strong interpersonal skills with the ability to build rapport with children, staff, and parents.
- Excellent organizational and time-management abilities.
- Ability to lead, inspire, and motivate campers.
- High energy, creativity, and enthusiasm for working with children and creating fun, engaging activities.
- First Aid and CPR certification (or willingness to obtain).
- Valid State ID

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

This position is primarily spent in physical activities outdoors. While performing this job, the employee is frequently required to walk, sit and stand; talk or hear; use hands and fingers; handle or feel objects, tools or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and may be frequently required to run. The employee must

remain physically fit enough to keep children safe in an emergency. The employee must occasionally lift and/or move up to 50 pounds. Must be able to stand for extended periods of time. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to loud in recreation and play settings when children are present. All employees working directly with children may be required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_