



# BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

## Counselor Job Description

(Children's Summer Therapy Camp Session)

Camp Counselors are responsible for the overall 24-hour care, safety, and well-being of the children in your cabin/unit. The number of campers assigned to a Cabin Counselor will vary between two and seven, depending on the needs of the campers and the unit worked in. Roving Counselors work with all campers in the unit and are assigned to a cabin group within the unit when a Cabin Counselor has the day off, or as the need arises. The designation of Cabin Counselor or Roving Counselor is made during orientation week by the Unit Leader & Camp Administration.

**RESPONSIBLE TO:** Unit Leader, Unit Coordinator, Therapy Coordinator, Camp Directors

### **DAILY RESPONSIBILITIES:**

1. Guide campers in participating safely and successfully in all aspects of camp activities from morning to evening and through the night.
2. Provide a positive, nurturing cabin environment that encourages & motivates children to work toward therapy goals and social/behavioral goals.
3. Guide campers in learning discipline and maintaining appropriate hygiene, manners, social behavior and interpersonal behavior in relationships with peers and adults.
4. Get campers to & from all meals and sit with them to encourage healthy eating, facilitate conversation, and be responsible for their behavior at the table.
5. Get campers to & from all scheduled therapy sessions (usually one or two daily for most campers).
6. Accompany your group to, and assist with, a daily activity class (Nature, Arts and Crafts, or Recreation) and pool time.
7. Organize and supervise cabin clean-up. The counselor is responsible for the appearance of his/her cabin at all times.
8. Plan and organize alternative recreational and leisure time activities to structure your campers' free time when they are not in therapy or classes.
9. Accept an assignment of Rest Counsel (1:30-2:30 pm and 9:00-11:00 pm daily); these duties are assigned on a rotation basis.
10. Accompany your group to the planned evening activities.
11. Keep weekly logs with descriptive notes of campers' behavior & progress towards goals.
12. Support the Unit Leader and other counselors in forming and maintaining a cohesive unit.

### **ONGOING RESPONSIBILITIES:**

1. Counselors are expected to periodically visit their camper's therapy classes and work with therapists to provide "carry-over" activities where appropriate.
2. Set reasonable short-term goals for each camper. These could be social, behavioral, educational, personal care, or therapy-related goals.
3. Attend and contribute to a camper staffing when one of your campers is involved.
4. Write mid-camp and end-of-camp reports on each camper, under the direction of the Unit Leader and Educational Coordinator, to be sent to parents, teachers, health care professionals and referring agencies. (Roving counselors do not write camper reports).
5. Plan a minimum of 2 campouts (in addition to the all-unit campout) and 2 cook-outs for your campers over the course of the summer.
6. Share responsibility for all unit activities, including unit campouts, the unit show, special events, and all other camp functions.
7. The counselor must use discretion and common sense in assuring he/she gets sufficient rest and stays healthy, physically and mentally, to handle long busy days.
8. Other duties may be assigned by the Unit Leader, Therapy Coordinator, Educational Coordinator, or Camp Director.

### **MINIMUM QUALIFICATIONS:**

1. Must be at least 18 years of age and have completed one year of college or equivalent training.
2. Must be dependable and mature.
3. Must be positive, enthusiastic, and patient with children.
4. Must be able to work independently, but also cooperatively as a member of a team, under the direction of the unit leader.
5. A love for children is a must!

**ALL STAFF ARE RESPONSIBLE FOR CLEANING THEIR DEPARTMENTS AND LIVING QUARTERS AT THE BEGINNING OF CAMP, DURING THE SUMMER, AND AT THE END OF CAMP.**

# **BAY CLIFF HEALTH CAMP**

## **Children's Therapy & Wellness Center**

Dear Counselor Applicant:

As you consider employment at Bay Cliff Health Camp, some of the following information may make the scope of the job clearer. One of the challenges in writing a job description of the counselor role or trying to describe a "typical day" is that you might feel restricted by it. This information is to better acquaint you with some general duties you will assume. The structure and routine of the day our program provides is important for both the success and safety of the children.

The Bay Cliff Summer Therapy Camp session runs for an eight week session, including a week of orientation and training for staff. The primary purpose of Bay Cliff is to PROVIDE THERAPY for children in the areas of physical, occupational, speech and music therapy, as well as instruction for the hearing and visually impaired. The counselors are an extension of the therapy team at camp and play an important role in the carryover of therapy goals. Other daily activities include arts and crafts, recreation, nature classes, and swimming – activities you would find at any summer camp. It is the therapeutic component of camp, however, that makes Bay Cliff uniquely different from typical summer camps.

Who can be an effective camp counselor? Those who genuinely enjoy being with children! Those who can patiently help children discover & learn, and who are themselves awed by discovery. We have found that persons from various fields of study (from anthropology to zoology!) do well as counselors. In a sense, counselors become parents/teachers for the summer. The Bay Cliff experience is especially suited to those interested in therapy, medicine, recreation, education, special education, communication, psychology, and encouraging positive behaviors.

Briefly, the responsibilities of a Bay Cliff camp counselor are covered in the attached job description. A regular day begins with reveille at 7:00 a.m. Breakfast, cabin clean-up and one or two therapies for each camper follow. Each camper has his/her own therapy schedule. (Rarely will all of your campers attend therapy at the same time.) Afternoon begins with a noon meal, followed by rest period (counselors rotate this duty), and resumption of therapies and activities. Supper is served at 5:45 p.m., with a planned evening all-camp activity or program to follow. Campers are usually in bed before 9:00 p.m. Unless it is your turn for evening rest counsel, you are free until curfew at 11:00 p.m.

Campers attend their therapies and a daily activity class Monday through Friday. For the "non-scheduled" time and both weekend days, counselors plan the activities for their campers. **COUNSELOR PLANNING IS ESSENTIAL!** An endless list of possible adventures and activities is open for use at Bay Cliff, and the counselor must be willing to plan activities which will make it a worthwhile summer for their campers.

Children with multiple impairments have special needs. These children often require more patience, understanding and care. All of our campers can communicate their needs, verbally or through alternative forms of communication (i.e. sign language, electronic device). All of our campers have the cognitive ability to participate and establish & work on goals. It is important that prospective counselors be aware of the wide range of disabilities and ages of campers when they are considering where they might work most effectively at Bay Cliff. The campers, who range in age from 3 through 17 years, are assigned to one of five units. Those units are broken down in the following ways:

- UNIT I - All Girls. Ages 6-17. Eight cabins. **FEMALE COUNSELORS ONLY.**  
The children may have physical, speech, hearing, and/or vision impairments (i.e., cerebral palsy, spina bifida, etc.). Some campers use walkers, crutches, or wheelchairs. Some need assistance with their self-care. Counselors sleep in the cabins with their campers. The usual counselor to camper ratio is 1 counselor to 6 campers.

*continued*

- UNIT II- All Boys. Ages 9-17. Eight to ten cabins. MALE COUNSELORS ONLY.  
The children may have physical, speech, hearing, and/or vision impairments (i.e., cerebral palsy, spina bifida, etc.). Some campers use walkers, crutches, or wheelchairs. Some need assistance with their self-care. Counselors sleep in the cabins with their campers. The usual counselor to camper ratio is 1 counselor to 6 campers.
- UNIT III- All Boys. Ages 6-8. Five cabins. FEMALE COUNSELORS.  
The children may have physical, speech, hearing, and/or vision impairments (i.e., cerebral palsy, spina bifida, etc.). Some campers use walkers, crutches, or wheelchairs. Some need assistance with their self-care. Counselors sleep in the cabins with their campers. The usual counselor to camper ratio is 1 counselor to 6 campers.
- UNIT IV- ("Shady Nook"). Boys and Girls. Ages 3-5. FEMALE COUNSELORS.  
The children have physical, speech, language, hearing, and/or vision impairments. They generally require close supervision and a great deal of assistance with self-care skills. Counselors sleep in the unit with the campers. Counselor to camper ratio is 1 staff to 2-3 campers.
- UNIT V - (Previously "Sam's Place"). Boys and Girls. Ages 6-17. FEMALE AND MALE COUNSELORS. Campers have physical impairments and speech, hearing and/or vision impairments. Cerebral palsy, spina bifida & muscular dystrophy are common diagnoses. Almost all campers use wheelchairs. Most require extensive assistance with mobility and self care. The basic care of campers in this unit includes helping with stretches, lifting/transferring, feeding, toileting (which may include catheterization and/or changing diapers), giving showers, etc. Much time is spent in self-care activities. Counselors sleep in the unit with the campers on a rotating basis. Counselor to camper ratio is 1 staff to 2-3 campers. Counselors work in paired teams.

The successful functioning of all of the units is dependent upon the ability of the staff to work together as a team under the guidance of the unit leader. A high energy level & a tremendous amount of self-sacrifice is required!

PLEASE NOTE: If you decide to apply for a counselor position, PLEASE INDICATE ON THE APPLICATION FORM YOUR FIRST THREE CHOICES OF UNITS. It may not be possible to have your first choice. If hired, you will be assigned a unit prior to your arrival.

IF YOU ARE INTERESTED IN A COUNSELOR POSITION IN UNITS I and II, we want you to be aware of the wide range of ages of campers in these two units. We ask that you give some thought to which age group (i.e., 8 year olds, 11 year olds, teens, etc.) you would prefer to work with. The age span in each cabin will usually be no more than one to two years. PLEASE LIST YOUR FIRST THREE CHOICES ON THE APPLICATION. It may not be possible to have your first choice. If hired, you will be assigned an age group during orientation week.

If you have any questions, please do not hesitate to contact us. If you would like to talk with anyone who has been a camp counselor at Bay Cliff, we would be happy to provide names for you to contact.

We appreciate your interest in Bay Cliff Health Camp. We are looking forward to another summer with staff who know what it means to really care about children and who are willing to make the personal sacrifice and commitment necessary to make a difference for the children. We look forward to hearing from you!

Mr Tim Bennett, Camp Director  
Miss Karen Schlicher, Assistant Director

Miss Christy Osborn, Therapy Coordinator  
Mr. Ben Carlson, Program Coordinator