



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 their cabin/unit. The number of campers assigned to a Cabin Counselor will vary between two and eight, 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, Children's Services Director, Executive Director

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 and 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 and from all scheduled therapy sessions (usually one or two daily for most campers).
6. Accompany your group to and assist with daily activity classes (Nature, Arts and Crafts, Performing Arts, Recreation, and Aquatics).
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 (1:00-2:30 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 Children's Services Director, 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 cookouts 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 as may be assigned by the Unit Leader, Therapy Director, Children's Services Director, or Executive 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.