

YMCA CAMP CONISTON
Cabin Counselor
JOB DESCRIPTION



Overview:

- There are at least two, to as many as four cabin counselors assigned to each cabin.
- Ability to teach or assist in teaching an activity
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience and self-control
- Must be 18+ years old
- Cabin Counselors report to their Division Leader and the Girls/ Boys Camp Directors
- Essential Job Functions: 1.) to be the same gender as the children he or she is living with and supervising 2.) to be a minimum of 2 years older than the campers you are living with and supervising

Objectives:

- The role of a cabin counselor is to actively engage all members of the cabin so that there is a sense of community and respect within the living space.
- The staff in each cabin should focus on fun and safety to create the most memorable and best experience for every camper!

Responsibilities:

- To identify and meet camper needs.
- Learn the likes/dislikes of each camper.
- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for interaction between campers and staff.
- Develop opportunities/activities 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 division groups and individual campers in participating successfully in all aspects of camp.
- Carry out established roles for supervising camper health.
- Carry out established roles in enforcing camp safety regulations.
- Develop cabin or division activity plans with participants as appropriate.
- Supervise all assigned aspects of the camper's day including morning reveille, cabin clean-up, meal times, siesta, evening activities, getting ready for bed, highs and lows and after-hours duty as assigned.
- Instruct campers in emergency procedures such as fire drills, lost camper, etc.
- Assist campers in their daily activity schedule at the start of each session.
- Help campers plan their participation in division-wide or camp-wide programs, special events, evening programs and activities.
- Teach or assist in teaching or leading an activity as assigned.
- Prepare for and actively participate in staff training meetings, and supervisory conferences.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up chores, sportsmanship, and table manners.
- Follow camp rules and regulations as stated in the staff manual and the staff Code of Conduct documents
- Encourage respect for personal property, camp equipment and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with camper's parents.
- Submit all required reports on time.
- Carry out night patrol, lifeguard duty, free time roving and "OD" duties as assigned.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Administrative:

- Vigilant monitoring of campers whereabouts at all cabin times
- CIT, LIT and co-counselor written evaluations
- Review of all incoming campers letters to counselors prior to campers arrival
- Complete cabin check-in/out forms
- End of session camper reports (each session)

Things to know:

- Always monitor the physical safety of the living space (i.e. smoke detectors, lights, unsafe bunks...) and reporting needs to the Maintenance list.
- Cabin cleanliness is important and vital to maintaining a safe and healthy environment for all. It is the responsibility of the cabin counselor to maintain a clean living space and in and around cabins must be in respectable condition for camper and parent arrivals.
- Be sure to return left behind belongings such as clothes to lost and found or valuables to the main office.