

YMCA CAMP CONISTON
LIT Cabin Counselor
JOB DESCRIPTION



Overview of 4-week Cabin Counselor:

- There are at least two, and 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 17+ years old
- LIT Cabin Counselors report to their Co-Counselors then as needed to his/her Division Leader and the Girls/Boys Camp Dir
- 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 making 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 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
- Co-counselor written evaluations
- Review of all incoming campers Letters to Counselors (blue sheets) prior to campers arrival
- 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 report 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.
- Ongoing training includes a LIT Curriculum Book. Sections of the book must be turned into JD at the end of each session.



YMCA CAMP CONISTON
LIT KITCHEN STAFF WORKER
JOB DESCRIPTION

Overview of 2-week Kitchen Staff:

- To be part of a total team with each member doing his/her fair share of the work, alternating jobs, which will be scheduled by the cooking staff.
- The jobs below will be assigned by the Food Service Director and may be rotated through the summer.

Responsibilities:

- Dishwasher Duty: to scrape and rack plates, bowls, glasses and flatware and run through dishwasher after filling washer properly and putting required amount of dishwasher soap into machine receptacle. To return clean, dried plates, bowls, glasses and flatware to proper places. To clean machine inside and out, to clean floor or dish room area and to empty garbage after each meal.
- Pot Duty: to scrape and clean thoroughly all pots too large to go through dishwasher, taking care to rinse them in hot, sanitized water. To clean pot sink area and floor after each meal.
- General Purpose Helpers: to assist cooks in preparation of meals as requested and to prepare carts and cabin trays for each meal. To clean garbage and dish area after each meal. To clean kitchen equipment. To clean out walk-in refrigerator and to help cooks in keeping all food covered and neatly stored. Mopping and cleaning floors daily.
- Dining Room Helpers: prep salad bar, make bug juice, get milk, water & ice and other condiments needed for meal. To put cereal on tables and set up dining hall for all meals.
- All kitchen staff personnel will wear hair nets or hats while working with food or around food.
- Pass out camper snack nightly after evening programs on time.



YMCA CAMP CONISTON
LIT OUT OF CABIN PROGRAM STAFF
JOB DESCRIPTION

Overview of 2-week Program Staff:

- As part of the Program Staff your schedule is often adjusted from that of the cabin counselor. You do not have a cabin of campers to directly supervise (except as an adopted staff person). In order to prepare for rainy day activities, evening programs, special events, and Sunday activities often program staff are working during siesta or vespers.
- Enthusiasm for, organization of, and ability to articulate activities as evening program & weather related programs.
- Some LIT Program staff will also spend a week working in the Camp Office or on an Adventure Trip.
- When staff are 'out of cabin' they help cover camp in all functions and work together with all other out of cabin colleagues such as kitchen staff, nurses, the camp directors, etc.
- Expect the unexpected as an out of cabin person – be ready to assist!

Responsibilities:

- To create, set up, run and clean up camper evening programs & rainy day programs under the direction and supervision of the two Program Directors.
- To foreshadow safety issues and always attend to camper and staff safety.
- To always be enthusiastic for programs and be able to pump up other staff.
- To substitute in program areas when coverage is needed, including staff kid babysitter, office mail sorter, etc.
- To assist in drills and true emergencies such as missing camper, missing bather, guide an ambulance through camp, calmly redirecting program areas to move away from a problem area and assist in any other situation as needed.
- To assist maintenance if needed for basic facility needs.
- To give tours to prospective camper families when scheduled, role modeling as a representative of YMCA Camp Coniston.