



## **JOB DESCRIPTION GENERAL COUNSELOR/MADRICH(A)**

### **QUALIFICATIONS:**

1. Entering College Freshman or 18 years of age
2. Experience significant for camping

### **RESPONSIBLE TO:**

1. Designated Unit Head
2. Assistant Director
3. Camp Director

### **SPECIFIC RESPONSIBILITIES**

1. To have primary responsibility for campers and their care.
2. To plan and assist in planning activities for the cabin and unit where necessary, including: evening programs, special programs, camp outs, and cabin time.
3. In conjunction with Co-Counselor(s), be responsible for recording and keeping reports on campers as assigned.
4. To maintain involvement in camp programs including: planning facilitating, set-up, clean-up, and preparation of materials.
5. To supervise sending and receiving camper mail and laundry.
6. The requisitioning of needed supplies and equipment, as well as, maintaining and returning any camp equipment used.
7. To take special care in guidance and supervision of campers during "down times"-early morning, rest hour, bedtime, etc. Campers should never be left without supervision.
8. Maintain a healthy working relationship with Co-Counselor. Communicate problems or issues with Unit Head. Make sure that all available counselors are present with the cabin group.
9. To write letters to campers' parents midway through each session, and to have the letters reviewed by your designated Unit Head. The letters should contain both an update and evaluation of the campers.
10. To evaluate in writing the program, staff, and procedures, making suggestions and recommendations for the future.
11. To abide by and enforce all camp policies.
12. To sit Shmira (OD) as assigned (supervise cabins at night).