

CAMP DAISY & HARRY STEIN

JOB DESCRIPTION: CAMP STEIN CAMP COUNSELOR

QUALIFICATIONS:

1. Entering College Freshman or older
2. Experience working with kids aged 7-15
3. Previous experience in specialty area (if applicable)

RESPONSIBLE TO:

1. Designated Unit Head and Activities Director (if applicable)
2. Assistant Director
3. Camp Director

Each summer Camp Stein hires a variety of positions including General Counselor, Arts and Crafts Instructor, General Sports Instructor, Media Specialist (photographer and videographer), and Lifeguard and more. General Responsibilities will include caring for campers 24/7 as well as instructing campers in specialty area. For responsibilities directly related to speciality areas please inquire with our Assistant Director. asstdirector@cbiaz.org

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-Counselors. 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. Be actively “on duty” as assigned, supervising your cabin at night approximately twice a week.
13. Additional responsibilities as necessary to accommodate the needs of your campers and to advance the camp programming in whatever way possible.