

Counselor Job Description 2019

General Responsibilities: Each counselor in the OWjL program is expected to protect and nurture the physical, mental, and emotional welfare of 10-12 students assigned to him/her on a 24-hour-a-day basis from the time the students arrive until their departure. **Counselors are required to stay on campus overnight with campers all three weeks.** You will be a role model for the entire camp. Please remember to dress appropriately (typical middle school dress code) and promote yourself as a role model.

Specific Responsibilities: The following outline is not all-inclusive. This is meant to give a general sense of the position and responsibilities.

Reports To: Head Counselors, Office Manager, and Camp Director

Pre-Camp Session: (Mandatory)

- Training workshops and subsequent pre-camp "get ready" sessions.

Initial arrival of students:

- Greet parents and campers and answer questions posed
- Collect medications and review any relevant camper medical information with parents
- Assist with the registration process (distributing name tags, room keys, merchandise, etc..)
- Assist campers to get settled in rooms, meet roommates

Orientation of students in your group:

- Lead campus orientation tour
- Explain schedules, classes, recreation, dorm programs, other activities
- Maintain a list of courses in which your campers are enrolled
- Review camp rules, regulations, expectations
- Explain medical procedures and facilities

Daily Responsibilities:

- Attend meals with campers, monitor mealtimes, and address bullying/homesickness/etc.
- Make sure all campers are attending classes as scheduled; help resolve related issues
- Assist teachers in classes and/or the OWjL office, or drive trip classes, as scheduled
- Prepare, lead, and monitor participation in recreation, dorm, and group activities
- Participate in daily counselor/staff meetings for planning and problem resolution
- Resolve, or seek assistance for, camper problems that arise (physical, emotional, behavior)
- Prepare all necessary paperwork and forms (e.g., recreation sheets, postcards to parents)
- Ensure campers are following all rules, regulations, and expectations

Evening Activities:

- Be present and be sure all campers in your group are accounted for
- Assist with or lead activities as needed; participate in all activities
- Lead and participate in group sessions as scheduled (Training for this facilitator role is part of counselor orientation)
- Help enforce "lights-out" and "in-room" rules
- Address, or seek assistance for, homesickness as needed

Friday Closing:

- Collect room keys and issue certificates to departing campers; return all camper medications
- Personally check out each camper with a parent/guardian
- Complete all end-of-camp paperwork, including camper recommendations
- Check conditions of dorm and prepare for the following week prior to your own departure

Additional Items:

- Become familiar with the applications of campers in your group to know them as individuals.
- In addition to regular conferences with the Head Counselors, seek assistance promptly with any questions or concerns you may have.
- Enjoy the campers. OWJL should be an enjoyable, enlightening, and growth-producing experience for counselors as well as campers.

Requirements:

- Applicant must have completed their college freshman year by the start of camp and must be able to interview in March. Interview dates will be March 2nd and 9th for new applicants.

Dates of Employment:

- Friday, June 7, through Friday, June 28, 2019.
- Staff Orientation is Friday-Sunday, June 7-9, 2019.
- All staff is expected to reside in the OWJL dorm Friday & Saturday nights, June 7 & 8, 2019 during orientation.

Time Off:

- Close of camp Friday, June 14 to 1:30 pm Sunday, June 16, 2019.
- Close of camp Friday, June 21 to 1:30 pm Sunday, June 23, 2019.

Salary:

- New Counselors - \$1,400.00 for 3 weeks
- Returning Counselors - \$1,600.00 for 3 weeks