

# Counselor Job Description 2021

**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:** Camp Director and Head Counselors

**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 provided)
- 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
- 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 get to know them.
- 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.
- Interviews will begin to be scheduled after the February 12<sup>th</sup> application deadline. All interviews will be held virtually.

**Dates of Employment:**

- Friday, June 4, through Friday, June 25, 2021.
- Staff Orientation is Friday-Sunday, June 4-6, 2021.
- Orientation will begin Friday morning and end Sunday afternoon when campers arrive. Staff will not have time away from campus during orientation weekend.
- All staff is expected to reside in the OWjL dorm Friday & Saturday nights, June 4 & 5, 2021 during orientation.

**Time Off:**

- Close of camp Friday, June 12 to 1:30 pm Sunday, June 14, 2020.
- Close of camp Friday, June 19 to 1:30 pm Sunday, June 21, 2020.
- Because of COVID, and to help reduce possible spread of the virus, staff will be required to remain on-campus during the "time off" weekends, though they will be off-duty. If health regulations change, we may change this policy. If required to remain on-campus, meals will be provided.

**Salary:**

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