

# Counselor Job Description 2024

**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**, unless choosing to work day camp only. Counselors will be role models for the entire camp. The counselor dress code will be the same as a typical middle school dress code. Positivity, enthusiasm, and understanding are a must.

**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 Directors and Head Counselor

## **Pre-Camp Session: (Mandatory)**

- Training workshops
- Development of night curriculum and activities
- Pre-camp preparation sessions
- Leadership development and staff bonding

## **Initial arrival of students:**

- Greet parents and campers and answer questions posed or direct to head counselors/directors
- Collect medications and review any relevant camper medical information with parents, consult with nurse if necessary
- Assist with the registration process (distributing name tags, room keys, merchandise, etc.)
- Assist campers to get settled in rooms as needed and help them meet roommates

## **Orientation of students in your group:**

- Lead campus orientation tour
- Explain schedules, classes, recreation, dorm programs, other activities
- Review camp rules, regulations, expectations
- Explain medical procedures

## **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
- Prepare, lead, and monitor participation in recreation, dorm, and group activities
- Participate in daily counselor 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)
- Ensure campers are following all rules, regulations, and expectations

## **Evening Activities:**

- Be present and 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
- Last Friday of camp: clean-out residence halls and transport materials and supplies to main office

**Additional Items:**

- Become familiar with the applications of campers in your group to get to know them.
- In addition to regular conferences with camp staff, 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 senior year of high school by the start of camp.
- Interviews may be held in-person or virtually.

**Dates of Employment:**

- Residential Camp: Tuesday, June 4, through Friday, June 28, 2024
- Day Camp: July 17 (1/2 Day orientation), Camp: July 22 – 26 (8 am – 5:00 pm)
- Staff Orientation is Tuesday, June 4, 9:00 am through Friday, June 7, 12:00 pm, 2024
- Staff will have limited time away from campus during orientation. All lunches will be provided. Kitchen area available for storage and preparation of food.
- All staff is encouraged to reside in the OWJL dorm Tuesday, Wednesday, and Thursday nights, June 4, 5, & 6, 2024 during orientation. \*No housing offered during day camp.

**Time Off:**

- Close of camp Friday, June 14 to 2:00 pm Sunday, June 16, 2024.
- Close of camp Friday, June 21 to 2:00 pm Sunday, June 23, 2024.

**Salary:**

- New Counselors - \$1,650.00 for 3 weeks
- Returning Counselors - \$1,850.00 for 3 weeks