



Counselor-In-Training Job Description

Responsible to: Teen Leadership Director Unit Head

Counselor-In-Training

Age Requirement: 15 years of age

Education: Currently enrolled in a Secondary Education program

Experience: Have some experience working with children and some knowledge of the camp experience. Willingness to work enthusiastically with children and possess some knowledge of day camping.

General Responsibilities:

- Function as a Counselor in all manners as described below, except will not assume sole responsibility for supervision of the group at any time.
- Assist Senior and Junior Counselors in managing a group of 15 to 20 campers
- Maintain a safe and healthy camp group by following:
 - Written safety procedures
 - Health regulations
 - Operating guidelines
- Participation in the general implementation of camp program including, but not limited to:
 - Morning Flagpole program
 - Daily activities
 - Special Events
- Assist and care for the needs of campers throughout the camp day
- Report camper issues immediately to the appropriate Unit Director
- Assist Specialists at each activity area
 - Guide and encourage camper participation
- Sit or stand as a lookout when at the Pool
- Implement safe, interesting and engaging free-time activities
- Assist with camper arrival and dismissal procedures
- Support the counselor team
- Maintain a friendly and professional relationships with all camp staff and parents
- Participation in staff training sessions and staff meetings
- Follow written, camp safety procedures and health regulations
- Identify and report environmental and other hazards when seen
- Sign in and out daily in the camp office
- Other duties assigned as needed

Please print your name, sign and date below.

Print Name

Signature

Date