

## Camp Ho Mita Koda, Summer 2010

### Head Counselor

**Job Summary:** The Head Counselor will serve as a liaison between camp staff (counselors, lifeguards program staff and counselors in training) and the Camp Director. He/she will assist the Camp Director with supervision of camp staff and the planning and organization of camp activities. The Head Counselor works under the direction of the Camp Director and interfaces with the Camp Manager, Waterfront Manager, Head Nurse and Camp Dietician. The Head Counselor is required to live on-site, assist the Camp Director with the staff orientation week, fully participate in all camp operations and adhere to and enforce American Camping Association (ACA) standards and camp policies and procedures, and be available for the entire length of the Camp program.

**Camp Ho Mita Koda** is a residential summer camp for children ages 6-15 who have Type 1 diabetes. Campers attend age-grouped sessions, with up to 64 campers per session. It is located on 72 wooded acres in Newbury, Ohio (Geauga County), just 25 miles east of Cleveland. Having diabetes is not a required prerequisite for working at Camp Ho Mita Koda. Staff training and orientation will be held prior to camp and will include diabetes education. A residential, licensed medical staff is part of the Camp program. The Head Counselor is not responsible for the medical management of campers' diabetes.

**Camp Schedule:** Waterfront and Ropes Training (June 9-11), Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Mini Camp (June 26), Session 2 (June 27-July 8), Session 3 (July 11 -July 22), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). Staff is not permitted to take time off while camp is in session to attend summer school classes, exams, vacation, or other personal commitments. Time off is given between sessions.

#### Required Qualifications:

##### General

- High school graduate and at least 21 years of age.
- Previous camp experience.
- Prefer college graduate with previous supervisory experience in teaching, coaching or management.
- Previous experience working with children.
- Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: reference checks, state and FBI background screening including fingerprint checks, and sex-offender registry check.

#### Required Certification & Training:

- Must possess current CPR certification that remains valid through August 2010.
- Must attend, participate and co-facilitate as needed the pre-camp staff orientation week. Must attend and participate in staff meetings and any scheduled camp education or skills sessions throughout the summer season.
- Educational background in field related to (i.e. education, recreation, etc.) camp preferred

**Essential Functions, Knowledge, Skills and Abilities:** The Head Counselor must be able to perform all the essential functions required of a Head Counselor and be able to demonstrate the following essential knowledge, skills and abilities:

- Serve as a liaison between camp staff (counselors, lifeguards program staff and counselors in training) and the Camp Director. Ability to schedule, supervise and evaluate staff.
- Assist Camp Director in planning, executing and supervising camp programs and activities. Responsibilities include, but are not limited to: Ensuring all activities have necessary equipment and supplies; Working with counseling staff to develop goals and/or lesson plans for each activity; Assist with planning evening activities; Ensuring campers are in correct/assigned /selected programs; Assisting with Open House and Board dinner

preparations/planning; Planning and facilitating awards ceremonies during each camp session; Managing Kodian awards and ceremonies each session.

- Head Counselor will utilize appropriate behavior management techniques and conflict resolution skills with campers and staff.
- Ability to abide by, support, and enforce Camp rules to prevent injuries and accidents. Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health.
- Ability to support and enforce the decisions of the Camp administration and Medical Staff.
- Work in collaboration with Camp Director to ensure that all written documentation is completed.
- Assist Camp Director with daily supervision of counseling staff, program specialists and campers and manage any disciplinary actions.
- Work with Camp Director to ensure that written staff evaluations are completed at summer mid-point and end.
- Assist the Camp Director and Camp Manager with oversight and management of all camp check-in and check-out procedures.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Monitor evening lights out and curfew.
- Keep in direct communication with the Camp Director about camper and staff activities.
- Responsible for serving as a positive role model, guiding the conduct of the staff and the campers, and promoting a positive atmosphere for developing good morale amongst camp staff.
- Assume responsibility for camp management in the absence of the Camp Director, including a rotation of on-site residence between camp sessions.
- In collaboration with the Camp Director, schedule, coordinate and conduct in-service training and meetings with camp staff throughout the summer.
- Assist with the set up of program areas prior to and during staff orientation week. Oversee pre-season and end of season inventories of all program equipment and supplies. Recognizes when supplies or equipment may need to be ordered and communicates that need to Camp Director.
- Ensure that the Camp Office, Staff Lounge and all program sites are kept neat and organized at all times and equipment is stored safely.
- Conduct daily inspections all camper cabins to ensure that all are in safe condition and Geauga Health Department requirements are in compliance.
- Ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action.
- Possess enthusiasm, initiative, time-management skills, organizational skills, and communication skills. Possess strength, patience, flexibility and endurance required to maintain consistent supervision of campers and staff for 3-day, 5-day and 12-day resident camping experience.
- Desire and ability to work with children with diabetes. Recognize and respond to opportunities for problem solving in the group. Monitor camper behavior and prevent problems.
- Ability to accept supervision and guidance.
- Perform work in an efficient, effective, safe and timely manner.
- Ability to adapt to new situations and group living.
- Establish and maintain effective working relationships with other camp employees and volunteers. Display a responsible, courteous and friendly manner at all times and be willing to work as part of a team.
- Communicate clearly and concisely in English, verbally and in writing and understand and follow written and oral instructions and procedures.
- Focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Other duties as assigned

## **Working Conditions and Physical Demands**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job:

- Camp Ho Mita Koda is a residential summer Camp with building and program sites located throughout a 72 acre wooded campus. Terrain is hilly in some areas and program areas are accessible by gravel or unpaved paths. The majority of the Camp program is designed as a physically active, primarily outdoor program.
- The Head Counselor resides at Camp and sleeps overnight in a private or semi-private cabin. The Head Counselor will work a variety of hours, including early mornings and evenings. Wake up is at 7:00 AM and lights out is at 10:00 PM. The Head Counselor receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- Must be in good physical condition to actively participate in camper activities and assist campers in an emergency situation (fire, evacuation, illness or injury) and possess the strength and endurance required to maintain constant supervision of campers for prolonged periods of time. The Head Counselor will be exposed to outdoor weather conditions, including extreme heat and/or cold, and will have exposure to wet and/or humid conditions.
- While performing the duties of this job, the Head Counselor is frequently required to sit, stand, walk, and talk and hear. He/she is required to climb or balance, reach with arms and hands, and use hands use objects and tools. Due to the nature of camp activities, the full range of physical movements is required in this position, including, walking, running, jumping, lifting, and climbing.
- The employee is exposed to potential hazards including toxic or caustic chemicals.
- Manual dexterity to record and maintain written records, complete incident reports, operate simple tools, use a computer and telephone.
- The Head Counselor must be able to exert up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
- Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, must be good enough to see and hear children and adults in life and/or health safety endangering situations. Vision and hearing are required to identify and respond to environmental and other hazards related to an activity, and in daily activities and programs.
- The Head Counselor must be able to read and record information such as blood glucose results, menus, meeting minutes, lesson plans, and daily schedules.

## **Performance Evaluation:**

The Head Counselor will be formally evaluated at mid-point and end of summer by the Camp Director. Informal evaluations such as daily observations, spot checks, feedback from other camp staff and camp parents may occur throughout the summer. Key components of evaluation include: Quality of Work, Working Relationships and Interpersonal Skills, Judgment and Problem Solving, Initiative and Communication.

## **Benefits**

- \$400.00 per week.
- If the Head Counselor is a returning staff member (employed at Camp in 2009) and successfully completes the summer commitment, he/she is eligible for a \$100 bonus.
- The Head Counselor receives one week of paid orientation and training prior to start of first residence camp session.
- The Head Counselor position is temporary, and does not include health insurance.
- The Head Counselor receives free meals and snacks (staff have same menu as campers) during residence camp sessions.
- The Head Counselor receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.

- A great opportunity for leadership, knowledge about diabetes, new friends, great memories, and a summer of fun spent outdoors in a beautiful setting!