

4-H Camp Middlesex Job Description Specialty Counselor

Minimum Qualifications

- * Desire and ability to work with children in a variety of settings, both indoors and outdoors
- * The ability to relate to one's own peer group
- * The ability to assist and /or teach an activity
- * Be of good character, integrity and adaptability
- * A great deal of enthusiasm, a good sense of humor, patience and self-control
- * High school graduate or equivalent; minimum 18 years

Responsible to

- * Program Director

General Responsibilities

- * Develop and run an educational program to meet the needs, interests, and abilities of the campers

Specific Responsibilities

- * Design and run morning activities
- * Support the Program Director during evening programs
- * Meet with the Program Director to discuss morning and afternoon programs on a daily basis
- * To direct, lead and assist support staff working in your area
- * Evaluate and report on support staff in your area
- * Set up program area during Staff Training
- * Conduct initial and end of season inventory, storing materials in good condition
- * Instruct staff on support responsibilities during staff training
- * Write lesson plans with the support of the Program Director, keeping the 4-H philosophy central at all times
- * Keep a daily check on facilities and materials ensuring cleanliness and safety at all times
- * Submit orders of supplies when needed with the approval of the Program Director ensuring timely arrival of materials
- * Teach and monitor safe use of all material / equipment
- * Evaluate current season and make recommendations for supplies and program for the future years
- Additional duties as needed

4-H Camp Middlesex Staff Job Description Cabin Counselor

Minimum Qualifications

- * Desire and ability to work with children in a variety of settings, both indoors and outdoors
- * Ability to relate to one's own peer group
- * Capable of working in a physically and emotionally challenging environment
- * Ability to accept supervision, guidance, and responsibility
- * Ability to lead or assist in program activities
- * Good character, integrity, and adaptability
- * Enthusiasm, sense of humor, patience and self-control
- * High school graduate or equivalent, notable success in Jr. Counselor experience, at least 18 years of age

Responsible to

- * Unit Head / Head Counselor

General Responsibilities

- * To identify with and meet campers' needs
- * To carry out day, evening, and theme camp programs
- * To work under the management of your supervisors

Specific Responsibilities

- * Supervise campers at all times and ensure their safety by maintaining discipline in cabins and around camp
- * Attend all orientation workshops
- * Perform daily health check of campers under your care
- * Participate in evening programs
- * Lead / assist in assigned program areas
- * Perform night duty at times given by the Unit Head
- * Ensure cabin area is clean on a daily basis
- * Mentor all Junior Counselors and CITs in your cabin by answering their questions and guiding them when appropriate
- * Other duties as assigned