

Senior Clover Bud Counselor Job Description

Job: This job is a seasonal summer position only. The senior clover bud position is responsible for overseeing all Clover Bud staff and campers. Senior staff members are responsible for helping to organize activities and classes for campers to attend as needed and help in maintaining the set schedule for all campers and staff members. The Clover Bud program is for campers ages 4-6 years old. Although this program is a limited day only program, this is an overnight position.

Note - Admin has the right to change or alter this job description at any time at their discretion.

Job Responsibilities:

- Work closely with the Program Manager about schedules, activities and programs and report any changes or issues directly in a timely manner.
- Work closely with the Maple/Clover Manager and Admin Team as needed to handle any behavioral or disciplinary actions
- Work closely with the Clover/Maple Manager to ensure the program runs smoothly and efficiently.
- Good communication between all campers and all other staff members
- Ensure a fun and safe environment for all campers as well as other staff
- Oversee all campers and staff, assist with issues as needed and ensure all counselors are doing their outlined duties in a positive and efficient way and are aiding in providing a fun yet safe environment for everyone in the program.
- Plan classes and activities as needed, ensure the schedule is followed each day. Have the ability to make effective changes as needed while still ensuring campers are getting the full camp experience and all related activities.
- Coordinate with co-counselors on scheduling set off periods each day
- Get group to all meals, activities and other scheduled activities on time
- Participation in all activities (songs, day/evening activities etc.)
- Report all co-counselor and camper related issues to the Maple/Clover Manager
- Ability to successfully manage, coordinate, and evaluate staff
- Effective and clear parent/guardian communication skills
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to observe, recognize, and resolve bullying and homesickness utilizing skills obtained through staff training

- Ability to recognize when a camper is in need of medical attention, regardless of camper desire
- Ensure during meals all campers eat an appropriate amount, if they dislike what is being served then to find an acceptable alternative.
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols
- Ability to discreetly deal with sensitive camper issues, such as bathroom accidents etc.
- Other duties of overnight counselor as needed (please review Traditional Job Description)
- Other duties as needed and as assigned from Admin Team

Job Requirements:

- Must be 18 years of age or older
- Must be CPR/First Aid certified (Camp can provide if not currently certified)
- Must pass CORI/SORI/NSOR (provided by Camp)
- Previous work with children with children ages 4-6 of at least 1 year
- Must have the physical ability to assist campers in an emergency (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers and maintain direction with staff
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs.