

## Senior Maple Leaf Counselor Job Description

Job: This position is a seasonal summer position only. If you love working with kids and young adults in the outdoors, this job is for you! Maple Leaf is a limited day program for children ranging from ages 7 through 10. The Senior Maple Leaf counselor is responsible for overseeing all Maple Leaf campers, staff, and activities/special programs, under the direct supervision of the Maple/Clover Manager. The Senior Maple Leaf counselor has many responsibilities, but the most important is to provide a safe and fun environment for our campers and staff. You must be reliable, responsible, organized, good with children and young adults, have good communication skills, leadership skills, and most of all be fun and energetic. You will work closely with the Maple/Clover Manager and Program Manager to schedule activities and special programming for campers. Although this is a limited day only program, this is an overnight position. **Note - Admin has the right to change and alter this job description at their discretion.**

### Job Responsibilities:

- Good communication between campers/co-workers and supervisory staff
- Work closely with Maple/ Clover Manager and Program Manager about schedules, activities and programs
- Work with campers/staff on any and all issues as needed
- Report all camper/staff issues to Maple/ Clover Manager
- Report all programming issues to Program Manager in a timely manner
- Oversee all campers and staff in the Maple Leaf program
- Provide a fun and safe environment for all campers and staff
- Ensure camper safety is always the top priority
- Keep track of all said campers and staff members
- Assist counselors in getting campers to needed program areas and all meals on time
- Create schedules, activities and arrange for their special programming as needed
- Coordinate with co-counselors and Maple/Clover Manager on scheduling and setting off periods
- Work closely with Head Counselors and Maple/Clover Manager to handle any behavioral or disciplinary actions
- Ability to successfully manage, coordinate, and evaluate staff
- Participation in activities (songs, daily/evening activities etc.)
- Planning and teaching programs/classes for campers as needed
- Assist co-counselors with other programs/classes as needed
- Effective parent/guardian communication skills
- Ensure camper safety and nutrition during meals

- Ability to observe, recognize and resolve bullying and homesickness utilizing skills obtained through staff training
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to complete tasks related to keeping the campers environment clean such as chores, set up, clean up, and general cleaning.
- Ability to recognize when a camper is in need of medical attention, regardless of camper desire
- Ability to support staff as needed dealing with any camper related issues, staffing related issues and to support in any way needed to the best of your ability.
- Ability to discreetly deal with sensitive camper issues, such as bathroom accidents etc.
- Other duties of overnight counselors (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 certification if not currently certified)
- Must pass a CORI/SORI/NSOR, provided by Camp
- Previous work with children ranging from ages 7-10 of at least 1 year
- Previous work in a leadership position is a plus but not required
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs
- 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
- Follow and enforce all Camp Marshall policies and procedures
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols