

## **CABIN COUNSELOR-4-H MEMORIAL CAMP JOB DESCRIPTION**

### **DEFINITION**

The Cabin Counselor is responsible for the health and well being of the campers in his/her cabin. Cabin Counselors assist with the camp program and lead activities in their area of expertise. Cabin Counselors are directly responsible to the Lead Counselor and Assistant Camp Director. This person will live in a cabin with campers.

### **RESPONSIBILITIES**

Supervise assigned cabin of campers whenever camp activities are not in session. Be ready to entertain, lead games, tell stories, and keep you campers involved.

Assist program staff in teaching and leading programs throughout the day and evening.

Read training information regarding camp and counseling techniques prior to arrival at camp.

Know and understand camp policies and set a good example to campers.

Greet campers and parents in your cabin as they arrive. Help campers and parents adjust to the camp experience.

Set an example of enthusiasm and appropriate behavior at all times, encourage your campers to participate fully in the camp program and participate yourself.

Monitor the health and safety of your campers; know which campers have special needs, discuss these with the camp First Aid Person and Lead Counselor or Assistant Camp Director.

Report incidents, accidents or problems promptly to the Lead Counselor, First Aid Person, or Assistant Camp Director.

Make accurate head counts of campers during each cabin time and report to the Lead Counselor.

File weekly evaluation or end of the year evaluations as requested.

**Supervision Duties:** One counselor shall be assigned to each cabin unit. Cabin units are arranged in pairs with a connecting breezeway porch. Therefore, these counselor pairs are considered a “team” for the camp session. In cabin areas, counselor teams should work together to maintain constant supervision of campers at all times. After lights out, counselors may sit outside the cabin unit but must stay close enough to hear voices from campers. Generally, this means within 20-30 feet of the cabin door. If a counselor must leave his/her post, the other counselor team member must stay on the porch between cabin units at all times. Counselors must not leave their fellow team member for longer than 15 minutes at any one time. Male and female counselors are not allowed to meet after lights out. Male counselors stay on the male side of camp and female counselors stay on the female side of camp. Counselor curfew is midnight.

## **QUALIFICATIONS**

Senior Counselor: Minimum age of 18 years by June 1.

Junior Counselor: Minimum age of 16 years by June 1.

\*Ability to work and live with children in an outdoor setting.

\*Energy, enthusiasm and a healthy attitude toward children.

\*Provide three letters of reference.

## **EXPERIENCE**

*Preferred:*

\*Volunteer or paid experience with youth groups is desired.

\*Previous 4-H or camping experience a plus.

*Minimum:*

\*No previous experience necessary.