

Cabin Counselor Job Description

4-H Memorial Camp and Retreat Center

OVERVIEW

The Cabin Counselor is responsible for the health and well-being of the campers in their cabin. Cabin Counselors assist with the daily camp program and lead activities in their assigned program areas. Cabin Counselors are directly responsible to the Lead Counselors and Camp Director/Assistant Director. Counselors will live in a cabin with campers.

RESPONSIBILITIES

- Supervise assigned cabin of campers whenever whole-camp activities are not in session. Be ready to entertain, lead games, tell stories, and keep you campers involved during all cabin times.
- Assist program staff in teaching and leading programs throughout the day and evening.
- Participate in pre-camp training regarding camp and counseling techniques prior to first camp session.
- 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 in all aspects of camp life.
- Monitor the health and safety of your campers; know which campers have specific needs, discuss these with the camp First Aid Person and Lead Counselor or Camp Director/Assistant Director.
- Report incidents, accidents or problems promptly to the Lead Counselor, First Aid Person, or Camp Director/Assistant 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.
- Other duties as assigned.

SUPERVISION DUTIES

One or more counselors will 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 always maintain constant supervision of campers. 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. Male counselors stay on the male side of camp and female counselors stay on the female side of camp. Counselor curfew is midnight.

EXPECTATIONS

- Fulfill all aforementioned responsibilities
- Complete counselor trainings prior to the start of the first week of summer camp, this will be a combination of in-person training and virtual trainings
- Complete other duties as assigned including but not limited to light cleaning duties, activity preparation, and participation in a camper club during the camp week

QUALIFICATIONS

- Senior Counselor: Minimum age of 18 years by May 27
- Junior Counselor: Minimum age of 16 years by May 27
- 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, is desired
- Previous 4-H or camping experience a plus
- Participation in Counselor-In-Training (C.I.T.) or Leader-In-Training (L.I.T.) program at a camp

Minimum:

- No previous experience necessary