



a seriousfun camp

## THE HOLE IN THE WALL GANG CAMP

### Program Counselor Job Description

#### **Job Requirements**

- 19 years of age or completion of one year of college (unless otherwise specified).
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values: camaraderie, appreciation, possibility, and safety.
- Be flexible with the changing needs of the program.
- Previous camping, education and/or childcare experience preferred.
- Experience related to program area preferred.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late August.

#### **Job Summary**

Program Counselors are responsible for the planning, implementing, and facilitating an outcome based curriculum for their respective program area. Program Counselors will collaborate with both full time and seasonal staff to ensure appropriate programming for campers.

#### **Job Responsibilities**

- Be responsible for the care and supervision of campers and staff participating in your specific program area.
- Plan an outcome based curriculum relevant to program area.
- Help create and foster an environment that promotes inclusivity, safety, and participation.
- Plan, implement, and adapt outcomes-based programming for children of all abilities, ages 7-15.
- Work effectively both individually and as part of a team.
- Collaborate with Cabin Counselors, Volunteers, and Medical Staff to ensure appropriate programming for campers.
- Ensure the cleanliness and organization of assigned program area.
- Prepare program areas before scheduled activity times.
- Prompt attendance at all scheduled activities.
- In collaboration with the Program Coordinator and Program Team Associate maintain inventory and ordering of program supplies.
- Maintain communication with Program Coordinator and Program Team Associate about program needs, program development, and weather plans.
- Be flexible in planning and scheduling.
- Provide consistent engagement with participants throughout each session.
- Lead, organize, and suggest a varied series of creative games and activities for rainy days and downtime.
- Attend all required meetings.
- Actively participate in and help facilitate all day and evening programs as required by the Program Coordinator and Program Team Associate.

- Complete a closing document for your program area including: duties and responsibilities of program staff, rules, regulations, and procedures.
- Collaborate as equals with other cabin counselors, volunteers and program staff in the operations of the cabin and unit.
- Review group/personal goals and objectives with the Program Coordinator and/or Program Team Associate on a consistent basis.

**Reports to:**

The program staff is directly responsible to the program coordinator.