

## Position Description

<b>POSITION:</b>	Program Counselor
<b>CAMP LOCATION:</b>	Trefoil Ranch and Camp Cloud Rim
<b>CLASSIFICATION:</b>	Seasonal Staff Member
<b>RESPONSIBLE TO:</b>	High Adventure Director/Program and Art Director

### **JOB ACCOUNTABILITIES:**

- Work with the High Adventure Director to plan and provide a quality, progressive archery, challenge course and hatchet throwing program.
  - Assist in teaching staff their high adventure responsibilities during staff training.
  - Teach and enforce all safety rules; follow standards for Girl Scouts of the USA, the American Camp Association, and activity specific standards at all times.
  - Assist in the daily setup, take down, and equipment check of all high adventure areas.
  - Safely and effectively execute group programming including, but not limited to, planning, facilitating, and debriefing activities.
  - Assist in writing program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
  - Teach and monitor the proper use of equipment; report broken or missing equipment in a timely manner.
- Work with the Program and Art Director to plan and provide a quality art program for all campers.
  - Assist in teaching staff their art area responsibilities during staff training.
  - Write program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
  - Teach and enforce all safety rules.
  - Encourage creativity among campers and staff.
  - Teach basic art skills, including wood shop (hand building and use of a lathe and other power tools), drawing and painting, and age appropriate arts and crafts.
  - Teach and monitor the proper use of equipment (including lathes and other power tools); report broken or missing equipment in a timely manner.
  - Help set up the art areas during staff training and break them down at the end of the season.
- When not teaching and assisting the high adventure or art programs, assist unit counselors under the direction of the Unit Leaders to plan and provide quality Girl Scout program to a unit of campers.
  - Know the girls in the unit and help them learn to respect the rights of others and to understand the differences and similarities of other campers.
  - Teach workshops, activities, games, songs, and projects to girls.
  - Guide activities and experiences through girl planning, group decision-making, and girl leadership in the camp unit.
  - Assist program counselors with specialty programming including waterfront, arts, music, drama, biking, rafting, climbing, challenge course, and/or horse care.
  - Help resolve camper problems and conflicts, including homesickness.
  - Ensure campers have sufficient activities and supervision at all times.
  - Eat meals with the campers and supervise clean up after meals.

- Assist with basic camp operation procedures.
  - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
  - Assist with weekly camper check in/out.
  - Assist with camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
  - Assist in keeping records and making reports as needed.
  - Attend and participate in staff training and the closing of camp.
  - Assist with kitchen duties as needed including meal preparation and clean-up for up to one week in duration.
- Assist High Adventure Director with Biking and Rafting Programs as needed.
- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

#### **CAMP STAFF ROLE IN MISSION EFFORTS:**

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.
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#### **QUALIFICATIONS:**

- Hold current Red Cross First Aid & CPR certifications or the equivalent.
- Hold a current Utah Food Handler's Permit.
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
  - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
  - Ability to walk, stand, and work on feet up to 8 hours a day.
  - Ability to live in a high elevation (up to 6500') and outdoor setting.
  - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.
  - Possess strength and endurance required to climb ropes/challenge course elements up to 40 feet tall up to 12 times per day and to perform rescues of campers from all elements of the course.