

**Job Description**

**Position:** Program Counselor

**Responsible To:** High Adventure Director/Program and Art Director/Art Director

**Classification:** Seasonal Staff Member

**Camp Location:** Trefoil Ranch or Cloud Rim

**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.

**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.

**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 strongly encouraged to join the Girl Scout movement and accept the beliefs and principles of the organization. GSU is committed to fostering an environment of equality in which people of diverse backgrounds and identities are treated with dignity, courtesy, and respect. All staff members are responsible for upholding these values and are expected to thoughtfully work with diverse populations.