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### *How to Apply*

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Jamie at [jamie@prettylakecamp.org](mailto:jamie@prettylakecamp.org) to receive application. Deadline May 23, 2022.

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### *Job Title*

Counselor

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### *Responsible To*

Camp Director, Cabin Director

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### *Supervises*

Assigned camper groups

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### *Summary*

The purpose of the Counselor is to work with fellow counselors to directly supervise all assigned campers, be available to assist them as they learn and grow while providing a safe, nurturing environment where campers are allowed to develop and reach their fullest potential.

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### *Required Qualifications*

1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communicative, and cognitive abilities to perform the essential functions of the position.

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### *Preferred Qualifications*

1. Experience in working with children.
2. Leadership experience.
3. Previous camp experience.
4. CPR, AED and First Aid certification.
5. Lifeguard certification.

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### *Essential Functions*

1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership to a cabin group of 15 campers per week.
2. Ability to work with people of differing abilities to provide a safe camp experience.
3. Ability to communicate effectively with parents or guardians while learning about campers' needs and discussing any issues that might arise.
4. Stand for extended periods of time as needed.
5. Ability to receive and follow general instructions; plan, lead, and participate in meaningful activities; and assist the camp in meeting camper goals and objectives.
6. Knowledge or willingness to learn effective discipline techniques, behavior management plans, and strategies for working with children.
7. Represent the Pretty Lake Camp professionally at all times.

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8. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
    - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
    - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
    - Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
  9. Abide by all policies and procedures in the staff code of conduct.

*Specific Responsibilities*

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1. Attend and contribute at all staff meetings and events.
  2. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day.
  3. Make campers, guardians and parents comfortable and have all questions answered. If there are questions a Counselor cannot answer, they are to direct the question to an administrative staff member.
  4. Live with and supervise a group of 15 campers along with fellow counselors. This requires Counselors to be a positive role model for the campers and staff.
  5. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  6. Work with administrative staff to manage camper behaviors, use effective discipline techniques and ask for further assistance as needed.
  7. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  8. Encourage the individual camper to participate in all camp activities.
  9. Plan the cabin's activities with the other counselors of the cabin, soliciting input from everyone and trying to find a balance that will interest campers of all abilities and backgrounds.
  10. Lead and prepare activities with other staff.
  11. Assist with all camp activities, working closely with administrative staff.
  12. Be active in assisting and participating in all programs led by program staff.
  13. Complete weekly feedback form, camper awards and other needed paperwork with the assistance of other staff as needed in a timely and professional manner.
  14. Know when to ask for assistance and support fellow staff.
  15. Serve as a lifeguard (if certified) or aquatic observer as assigned by administrative staff.
  16. Assist in camp emergencies or other situations as directed by administrative staff.
  17. Assist with camp clean-up throughout and at the end of each session.
  18. All other duties as assigned.
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*Revised 10/21*