



**Job posting for:** Cabin Counselor

**Reports to:** Program Director

**Status:** Seasonal, Full-time, June 17 – August 11, No programs: June 27 – July 5, Typically Saturday and Sunday off, but schedule varies

**Location:** Camp Bovey – Residential Summer Camp in Gordon, WI

**Position Summary:**

Counselors are the primary caregivers for each camper and the heart of camp! The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

**Purpose and Core Values:** The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

**Major Challenge:**

Using teamwork and inclusive group activities such as discussion, games, and reflection activities, help campers become curious about the world and confident in their abilities.

**Major Job Responsibilities:**

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading and assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Provide for the progression of activities within the framework of individual and group interests and abilities.
  - Active participation in program areas such as swimming, sports, low ropes, camping, archery, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - Ensure that campers receive their medications as directed by health care manager.
  - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.

4. Be a role model to campers and staff in your attitude and behavior.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regards to general camp procedures and practices including sanitation, schedule, and sportsmanship.

**Other Job Duties:**

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events on or near the waterfront.
- Lead welcoming activities during camper drop-off, meet camper caregivers, assist with registration paperwork.
- Call and/or write to each camper before the session begins and after the session ends.

**Relationships:**

Counselors are expected to maintain positive and professional relationships with all members of the staff team. Counselors will work closely with the Program Director. Counselors are expected to live with, communicate regularly, plan with, and share responsibilities with a co-counselor. Regular communication is expected with other activity leaders and youth leaders (Junior Counselors and Leaders in Training). The counselors are expected to meet regularly with the Camp Director. Counselors are expected to create and maintain professional communication with the camp business administrator, other East Side Neighborhood Services staff, and caregivers of campers at drop-off and pick-up.

**Equipment Used:**

Paint, yarn, beads, string, markers, glue, cleaning supplies (may include bleach products), toilet plunger, mop, broom, vacuum.

**Qualifications:** *(Minimum Education and Experience)*

- Must have experience working with or caring for or teaching children within the age range of 7 – 18
- Must be 18 years of age.
- Must be able to obtain or become certified in First Aid/CPR or willing to attain them.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels.
- Preferred: Lifeguard Certification or willingness to attain certification through Camp Bovey (June 7-9)
- Preferred: previous residential camp experience, either as a camper or a staff member

**Knowledge, Skills, and Abilities:**

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.
- Desire and ability to collaborate with the Bovey leadership team to create a Nature Arts program that ignites curiosity, creates connections, and grows confidence in the campers.

**Physical Aspects of the Position**

- Ability to use an alarm clock and wrist watch.
- Ability to manage time and attend to personal needs outside of scheduled work hours.

- Ability to communicate and work with groups participating (ages 7 and up with varying skills) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance including prolonged standing, some bending, stooping, and stretching. Walking and some running on uneven or sandy surfaces.
- Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions.

**Compensation:** \$45 daily rate, \$1,575 season total

**Application deadline:** Feb 18, 2019

**Apply directly online:** <https://goo.gl/forms/xvi2she72za40BW33>

**Resume and cover letter should be submitted along with the application using the above link.** If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to [campboveyHR@gmail.com](mailto:campboveyHR@gmail.com) ; or visit our website at [www.esns.org](http://www.esns.org)

### **AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.