



COUNSELOR JOB DESCRIPTION & EXPECTATIONS

AS A COUNSELOR AT SUMMER AT THE ACADEMY, YOU WILL HAVE THE OPPORTUNITY TO INTERACT, MENTOR, AND GROW RELATIONSHIPS WITH MANY WONDERFUL PEOPLE. IN ADDITION TO THE RELATIONSHIP-BUILDING ASPECT OF THE COUNSELOR POSITION, THERE ARE OTHER JOB RESPONSIBILITIES THAT YOU MUST FULFILL ON A DAILY BASIS.

PLEASE READ THE BRIEF OVERVIEW OF THESE RESPONSIBILITIES. IF YOU RECEIVE AN IN-PERSON INTERVIEW, THESE WILL BE DISCUSSED FURTHER.

COUNSELOR RESPONSIBILITIES

- SERVE AS AN ASSISTANT TO THE CAMP DIRECTOR
- COORDINATE AND WORK COOPERATIVELY WITH OTHER COUNSELORS TO ENSURE THAT THE CAMP RUNS SMOOTHLY
- OVERSEE AND EXECUTE CAMP ACTIVITIES PLANNED BY THE CAMP DIRECTOR. THIS MAY INCLUDE SETTING UP, MONITORING, PARTICIPATING IN, AND CLEANING UP GAMES AND ACTIVITIES.
- ORGANIZE CAMPERS DURING ACTIVITIES AND GAMES
- PROVIDE CLEAR AND CONCISE INSTRUCTIONS REGARDING PLAY, SAFETY, AND OTHER CAMP EXPECTATIONS.
- PROACTIVELY SEEK OPPORTUNITIES TO HELP FACILITATE THE CAMP DIRECTOR'S PLANS.
- DISCOURAGE AND REDIRECT DISRUPTIVE CAMPER BEHAVIOR
- REINFORCE AND ENCOURAGE POSITIVE CAMPER BEHAVIOR
- HELP PROVIDE A SAFE AND NURTURING ENVIRONMENT FOR ALL CAMPERS AND STAFF

COUNSELOR EXPECTATIONS

1. NO PHONE USE DURING CAMP

WHEN YOU ARE WORKING, YOU MUST STAY FOCUSED ON THE CAMPERS AT ALL TIMES. TO THAT END, WE HAVE A NO-PHONE POLICY DURING CAMP HOURS. YOU WILL BE ASKED TO TURN IN YOUR PHONE AT THE BEGINNING OF THE DAY. IF YOU ARE ON A BREAK, YOU MAY RECLAIM YOUR PHONE AND USE IT FOR THE DURATION OF THE BREAK.



2. WEEKLY MORNING/AFTERNOON DUTIES

AT THE BEGINNING OF EACH WEEK, YOU WILL BE ASSIGNED A MORNING AND AFTERNOON DUTY. BELOW IS A LIST OF SOME OF THE DUTIES YOU MAY BE ASSIGNED TO: *BUS PILOT, BUS CORRAL, HALLWAY CAPTAIN, AFTERNOON CARPOOL LEADER, GENERAL CARPOOL DUTY, UTILITY COUNSELOR*

3. LUNCH

YOU WILL EAT LUNCH WITH YOUR CAMP AND HELP CAMPERS GET THEIR FOOD AND CLEAN UP THEIR TABLE AFTERWARD

4. SWIM

COUNSELORS SHOULD EXPECT TO BE IN THE WATER AT LEAST ONE DAY EACH WEEK WITH THEIR CAMPERS. SUPERVISING/MONITORING LOCKER ROOMS MAY ALSO BE NEEDED.

THE DAILY SCHEDULE

7:30 AM	BEFORE CARE OPENS
8:00 AM	COUNSELORS REPORT FOR MONDAY MEETINGS
8:15 AM	COUNSELORS REPORT FOR WORK (TUES.-FRI.)
8:30 AM	CARPOOL BEGINS & BUSES BEGIN ARRIVING
9:00 AM	CAMPS BEGIN
11:00 AM	LUNCH BEGINS (CAMPS ASSIGNED TO SPECIFIC SEATINGS)
12:30 PM	LUNCH ENDS
2:45 PM	DISMISSAL PREP BEGINS
2:50 PM	BUS RIDERS BEGIN DISMISSAL
3:00 PM	BUSES DEPART, CARPOOL BEGINS
3:15 PM	CARPOOL CONCLUDES
3:15PM	<i>WEDNESDAYS ONLY* THERE IS A MANDATORY MEETING UNTIL 4PM.</i>
6:00 PM	AFTERCARE CLOSES