

## Senior Maple Leaf Counselor Job Description

Job: This position is a summer position only. Maple Leaf is a limited day program for children ranging from ages 7 through 12. Senior Maple Leaf counselor is responsible for overseeing all campers, other staff and all activities/special programs. Will work closely with the Program Manager and Admin Team to schedule activities and special programs for campers. Although this is a limited day only program, this is an overnight position. Note - Admin has the right to change and alter this job description at their discretion.

### Job Responsibilities:

- Good communication between campers/co-workers and Admin/Leadership as needed
- Work closely with Program Manager about schedules, activities and programs
- Report all programming related issues to Program Manager
- Oversee all campers and staff in the Maple Leaf program
- Keep track of all said campers and staff members
- Participate in all activities (songs, daily/evening activities etc.)
- Work with campers/staff on any and all issues as needed
- Create schedules, activities and arrange for their special programming as needed
- Coordinate with co-counselors on scheduling set off periods each day
- Work closely with Head Counselors to handle any behavioral or disciplinary actions
- Ensure camper safety is always the top priority
- Ability to successfully manage, coordinate, and evaluate staff
- Effective parent/guardian communication skills
- Ensure camper safety and nutrition during meals
- Ability to observe, recognize and resolve bullying and homesickness utilizing skills obtained through staff training
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to discreetly deal with sensitive camper issues, such as bathroom accidents etc.
- Ability to recognize when a camper is in need of medical attention, regardless of camper desire
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols

- Other duties of overnight counselor (review Traditional Job Description)
- Other duties as needed and as assigned from Admin Team

Job Requirements:

- Must be 18 years of age or older
- Must be CPR/First Aid certified (Camp can provide certification if not currently certified)
- Must pass a CORI/SORI/NSOR, provided by Camp
- Previous work with children ranging from ages 7-12
- Follow and enforce all Camp Marshall policies and procedures
- Must have the physical ability to assist campers in an emergency (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting up to 50 lbs