



# Cornell University

## Cooperative Extension

### Jefferson County

<p><b>Classification Title:</b> Temporary Camp Counselor, Sr. Exempt <b>Functional Title:</b> 4-H Camp Wabasso – Day Camp Counselor <b>Supervisor &amp; Title:</b> 4-H Camp Wabasso Day Camp Director</p>
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#### General Responsibilities

This position serves as **4-H Camp Wabasso Day Camp Counselor** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to assist with the weekly program design and implementation of all 4-H Camp Wabasso Day Camp programs and activities and to provide overall supervision and direction of youth participating in camp activities. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Wabasso Director. *(This position does not include cabin responsibilities.)*

#### **Job Duties**

- Represent 4-H Camp Wabasso in initial contact with parents and campers on opening day of each session, making every effort to make campers and parents feel comfortable and welcome.
- Assist other Day Camp counselors in supervision of 6-16 campers. See to their safety and well being at all times.
- Provide supervision of campers during all meals, recreation time, free time, free swim, and other camp activities.
- Enforce all camp health and safety standards, keeping campers safe at all times.
- Assist campers in scheduling classes, and following the daily camp schedule.
- Provide to all campers the opportunity to participate in all camp activities, and assist Camp Director, Program Director, and Area Program Coordinators in providing support for these activities.
- Be a positive role model and ensure that both counselor and camper behaviors are consistent with camp standards.
- Supervise Jr. Counselors.
- Teach all designated classes for day campers as directed by the Day Camp Director and Assistant Director.
- Assist Program Coordinators in monitoring progress of classes.
- Maintain records on all instructional classes, including lesson plans.
- Assist in distributing award recognition and participation certificates to campers when earned.
- Assist in maintaining and inspecting program equipment, supplies, and program sites, (including end of season inventory) to ensure they are in good condition and working order.

- Attend camp orientation program and assist in helping Program Area Coordinators organize the areas used by Day Camp.
- Participate in staff meetings and training events as scheduled.
- Conduct daily inspections of equipment and supplies to ensure they are safe, clean, and in good repair.
- Assist Day Camp Director implement a Summer Reading Program.
- Review weekly camp medical bulletins, and stay aware of special medical requirements of campers you are helping to supervise.
- Ensure all special needs are met (i.e. medications, individual needs).
- Provide support for individual campers who have difficulty adjusting to campers and/or camp life.
- Keep all Coordinators, Senior Counselors, and Directors updated with pertinent information.
- Cooperate with Coordinators, Directors and other Counselors in the development, planning and implementation of all 4-H Camp Wabasso activities.
- Assist in the evaluation of the current camping season, and make suggestions for the next camping season.

### **Reporting Relationships**

- Immediate supervision provided by Day Camp Director, with overall supervision provided by 4-H Camp Wabasso Director.

### **Qualifications**

#### *Necessary:*

- Must be at least 16 years of age.
- Must have current CPR and First Aid certifications (will train if necessary).
- Willingness to learn program skills to teach camp program areas.

#### *Desirable:*

- Three years of C.I.T. training or equivalent experience working with children.

### **Key Knowledge, Skills and Abilities**

- Demonstrated ability to supervise Junior Counselors and make scheduling assignments with the Day Camp program.
- Demonstrated ability to coordinate multi-faceted athletic program of teaching skills, setting up intramural and inter-camp teams.
- Demonstrated ability to maintain facilities.
- Desire and ability to work with children outdoors.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### **Special Requirements**

- Must meet travel requirements of the position.
- Must have clear background check.