



# Cornell University

## Cooperative Extension

### Jefferson County

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

This position serves as **4-H Camp Wabasso Waterfront Counselor/Lifeguard** responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to teach and help coordinate 4-H Camp Wabasso's waterfront and swimming activities, and to help maintain standards that lead to a quality program, to identify and meet camper needs, and to operate in compliance with the American Red Cross requirements for water safety. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Wabasso Director. *(This position includes cabin responsibilities.)*

#### **Job Duties**

- Assist other cabin counselors in supervision of 6-16 campers in cabin.
- Provide for the safety and well being of campers at all times by adhering to all camp health and safety standards.
- Assist campers in scheduling classes, and following the daily camp schedule.
- Provide a role model example that will ensure the campers' behavior is consistent with camp standards and that the counselor's behavior is according to camp standards.
- Review weekly camp medical bulletins and be aware of special medical requirements of campers under your supervision. Ensure that all special needs are met (medications, individual needs).
- Provide to all campers the opportunity for participation in all camp activities.
- Provide support for individual campers who have difficulties adjusting to other campers and camp life, keeping coordinators and directors aware of any concerns.
- Provide supervision of campers during all meals, recreation time, free time, free swim, evening programs and other camp activities.
- Maintain visibility and positive relationships with all campers.
- Cooperate with coordinators, directors and counselors in the development, planning and implementation of all 4-H Camp Wabasso activities including evening activities and weekend camp.
- Carry out instruction and lifeguard duties during swim periods and serve as instructor in canoeing, boating, and kayaking.
- Follow the recommendations of WSI for testing and classifying swimming abilities of campers and staff.
- Teach Red Cross certified waterfront classes and activities as outlined by the Waterfront Coordinator and Program Director.

- Award recognition and participation certificates to campers when earned.
- Notify the Waterfront Coordinator and 4-H Camp Wabasso Director for reportable injuries and illness occurring in the waterfront area.
- During 4-H Camp Wabasso staff training, work with 4-H Camp Wabasso Waterfront Coordinator to set up the waterfront area.
- Assist in checking equipment and making (or filing for) repairs.
- Conduct daily check of equipment and supplies in area for safety, cleanliness, and good repair.
- Assist in conducting initial and end of season inventory, storing and keeping materials and equipment in good condition.
- Keep records on all participants and encourage them to participate in other 4-H programs.
- Maintain records on all instructional classes, including lesson plans.
- Assist with inventory of program area, pre and post season, and maintain materials and equipment needed for classes.
- Assist program coordinators in maintaining program equipment, program sites, and program safety.
- Evaluate current season and make suggestions for following season.
- Realize these are not the only duties performed. Some duties may be reassigned and other duties may be assigned as needed

### **Reporting Relationships**

- Immediate supervision provided directly by 4-H Camp Wabasso Waterfront Coordinator, with overall supervision provided by 4-H Camp Wabasso Director.

### **Qualifications**

#### *Necessary:*

- Must be at least 18 years of age (according to NYSDOH we may have one 16 or 17 year old).
- Must have current American Red Cross Life Guard Certification.
- Must have current first aid and CPR certifications (will train if necessary).
- Must have current waterfront lifeguarding and other certifications as appropriate.
- Training and/or experience in waterfront activities.

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

- Desire and demonstrated ability to work with children outdoors.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Demonstrated ability to follow directions.
- Demonstrated ability to maintain personal belongings in a neat and orderly manner.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### **Special Requirements**

- Must be a Red Cross Certified Life Guard.
- Must be able to meet the travel requirements of the position.

- Must be willing and able to stay at 4-H Camp Wabasso (including overnights) the entire time Camp is in session.
- Must have clear background check.