



JOB DESCRIPTION

POSTION TITLE: Camp Counselor

REPORTS TO: Program Coordinator

SUPERVISES: Campers as assigned

GENERAL RESPONSIBILITIES:

Counselors must insure the safety of the campers in program activities offered to enrich lives and promote safe, integrated fun at Camp Red Cedar. Plan and implement recreational, camping activities for campers.

SPECIFIC RESPONSIBILITIES:

Essential:

1. Plan, lead and supervise campers with outdoor and indoor recreational activities.
2. Work actively with other staff, supervisor and volunteers to facilitate a safe and fun camping experience.
3. Assist with daily living skills as necessary.
4. Submit daily participation documentation and behavior evaluations.
5. Assist campers with all activities, personal care needs and at meal times.
6. Interact with the campers in a fair and positive manner.
7. Plan and execute structured activities, which keep the campers involved, and having fun.
8. Follow daily schedules assigned for each week of camp. Schedules may vary depending on programs offered each week.
9. Keep accurate attendance records.
10. Be familiar with all emergency procedures and participate in monthly drills
11. Clean all areas of the facility that are used by the camp program, including the restrooms, waterfront, cabins and barn.
12. Accept other responsibilities deemed necessary by your supervisor in order to insure quality service to all campers.
13. Comply with all standards to assure the health and safety of all staff and clients we serve.
14. Supervise campers during two weeks of residential overnight camps.
15. Report any behavior incidents to your supervisor through written and verbal communication.
16. Report any reasonable suspicion of a crime against an ICF/MR resident must be reported to Indiana State Department of Health and Law Enforcement (Elder Justice Act).
17. Follow and enforce all safety policies adopted by this agency.
18. Be a good example for all campers.
19. Good attendance while employed with Camp Red Cedar
20. All other duties as assigned.

Non-Essential:

21. Teach by example the "4 R's" which are: respect yourself, respect the campers, respect the counselors, and respect the facility.
22. Interact with the parents on a daily basis, keeping them informed about their child's time spent at Camp Red Cedar.
23. Assist with feeding and caring for horses and other barn chores as assigned
24. Maintain proper storage of supplies. Keep activity areas safe and clean
25. Attend all training sessions and facility improvement days.

QUALIFICATIONS:

1. Special education, parks and recreational, social work, speech therapy, therapeutic recreation, occupational therapy, mental health technology or related fields.
2. Must be able to relate and work well with people with and without disabilities.
3. Must be at least 18 years of age
4. Must have high school diploma or G.E.D.
5. Must be willing and able to work long days when necessary.
6. Must have good communication skills, dependable, flexible and responsible.
7. Valid drivers license

DEMANDS AND CHARACTERISTICS OF WORK, EQUIPMENT USAGE, AND WORK ENVIRONMENT.

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
1. Standing/walking		X	
2. Sitting		X	
3. Twisting	X		
4. Lifting/carrying	X		
5. Pushing, pulling	X		
6. Climbing (ascending/descending)	X		
7. Bending/stooping	X		
8. Using arm muscles frequently or for extended periods.	X		
9. Using leg muscles frequently or for extended periods.	X		
10. Using back muscles frequently or for extended periods.	X		
11. Repetitive rapid hand movement	X		
LIFTING REQUIREMENTS -individuals in direct care positions are required to lift a client without assistance.			
12. 2-10 pounds	X		
13. 11-20 pounds	X		
14. 21-30 pounds	X		
15. 31-40 pounds	X		
16. 41-50 pounds	X		
17. 51 pounds or more	X		
DOES THIS JOB REQUIRE?			
18. Working in hot, cold, wet surrounds	X		
19. Working outdoors			X
20. Working with or near chemicals	X		
21. Working near radiation sources	X		
22. Potential exposure to communicable diseases			X
23. Working with hazardous waste materials	X		
24. Utilizing essential upgraded or adaptive equipment as industry standards require	X		
25. Using hand tools	X		

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
26. Operating vehicle	X		
27. Potential for cuts and bruises	X		
EXCHANGE OF IDEAS			
28. Ability to express or exchange ideas			X
29. Ability to understand communication of others with or without adaptive devices.			X
30. Obtaining impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects with or without adaptive devices. The major visual functions are: *Acuity, far – clarity of vision at 20 feet or more *Acuity, near-clarity of vision at 20 inches or less *Depth perception-three dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are. *Field of vision-the area that can be seen up and down or the right or left while the eyes are fixed on a given point. *Accommodation-adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye. *Color vision-the ability to identify and distinguish colors.			X
31. Regular attendance Punctuality			X
32. Ability to do math	X		
33. Ability to: Read and comprehend information. Complete written documentation accurately and legibly.			X

Ability to maintain assigned work hours: requires sufficient endurance to perform tasks over long periods of work hours.

The position requires the ability to perform essential functions without posing a “direct threat” in the work place.

CATEGORY OF RISK TO EXPOSURE TO BLOOD AND FLUID: $\frac{x}{1}$ $\frac{\quad}{2}$ $\frac{\quad}{3}$