

**Camp Ocean Pines
Position Description**

Job Title: Lead Counselor			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon

Position Purpose

A Camp Ocean Pines Lead Counselor serves as support for cabin counselors by covering nights-off, lending an extra hand and advocating for campers. They act as liasons between the campers, counselors and programs.

Essential Functions

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:

- Serve as cabin leader for approximately 7-9 campers every session, ranging from ages 5 - 17, covering for cabin counselors for nights off, breaks and when extra support is requested.
- Serve as a cabin counselor for Teen Leader village, as needed.
- Lead and co-lead a variety of camp activities for groups of campers up to 15 at a time including but not limited to: arts and crafts, cooking/baking, target sports, teambuilding, and performance. Ensure activities are age appropriate, mission driven and engaging.
- Meet with the Staff & Camper Director about needs of campers and counselors.
- Help plan Junior & Senior Camper Days with Program team and Staff & Camper Director
- Oversee the social, emotional learning throughout activities, providing space for campers to learn about each other and themselves.
- Maintaining high standards of health and safety in all activities for campers and staff, and assisting with sanitation and disinfecting protocols
- Participate in all camp training and safety orientations
- Provide a safe, welcoming space where all campers feel accepted.
- Sit with cabin during meal times, leading conversation and ensuring all camper's dietary needs are met.
- Provide the daily care of each camper within your supervision including recognition of personal health needs.
- Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.
- Facilitate conflict resolution between campers.
- Perform and lead all-camp campfires including camp songs and skits.
- Communicate efficiently with leadership on how to assist yourself and campers.
- Maintain proper self-care for self; mental and physical.
- Participate in camp evaluations of self, maintaining a growth mindset.
- Commitment to diversity, inclusion and cultural awareness

Other duties as assigned by Camp Ocean Pines

Other Duties and Responsibilities

Consistently provide friendly courteous assistance, including building and maintaining healthy professional relationships with campers, parents, staff and guests.

Support and contribute to a safe, clean environment for all guests and staff.

Be tech-free while working with campers, only to be used on off-times.

This job description is subject to change at any time.

Knowledge, Skills and Abilities

Required:

- Must be 18 years of age +
- Experience in youth development, leading youth programs and/or supervising youth in a day or resident camp setting
- Maintain a positive attitude in complex situations after working long hours
- Adjust quickly to changes with open mind and flexibility
- Recognize and respond to emergency situations
- Proof of completed COVID-19 vaccinations, including booster upon eligibility
- A commitment to the goals and philosophy of Camp Ocean Pines

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Preferred:

Spanish or ASL language skills
 Passion for the environment and education
 Experience in trauma-informed, culturally relevant, and culturally responsive teaching

Certificates and/or licenses:

Current California Food Handlers certificate prior to start date **(required)**
 Successfully complete a background check and LiveScan fingerprint **(required)**
 Current First Aid/CPR/AED certification prior to start date **(required)**
 Valid United States driver's license **(preferred)**
 Lifeguard certification **(preferred)**

Performance Evaluation

Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director

Compensation

The counselor salary range is \$550 - \$610/week. Housing is provided in cabin throughout the summer, shared with campers and other staff. Meals are provided when camp is in session. A staff area away from campers is provided during off-time. When campers are not onsite, staff will have access to leftover food and use of the kitchen facilities.

Employee Acknowledgement

I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions I may have about this job description prior to signing this form.

Date	Print Name	Employee Signature