



## COUNSELOR POSITION DESCRIPTION

Manatee County 4-H Summer Residential Camping Program



*As a Manatee County 4-H Camp Counselor, your role at 4-H Summer Residential Camp is a major commitment and responsibility for you. This leadership opportunity will encourage growth in your life skills, allow you to demonstrate initiative, and increase your communication skills.*

1. The Counselor applicant must be between the ages of 14 and 19 as of 6/1/09. (Campers are ages 8- 12 between September 1, 2008 and *during* camp.)
2. The Counselor is expected to meet registration deadlines and attend (if possible) all scheduled training opportunities offered by the Manatee County 4-H Program.
3. The Counselor will demonstrate emotional maturity and stability in camp/cabin decision making situations; must be self confident and able to accept constructive criticism.
4. The Counselor will demonstrate an interest in the camp, its traditions and ideals, events and activities, as well as the campers, their needs, undertakings and special challenges.
5. The Counselor must assume the responsibility of leadership in their cabin and with their campers without constant and specific direction and/or supervision. Teens in a dual counselor cabin must be able to demonstrate shared cabin leadership in a cooperative manner.
6. The Counselor is under direct supervision of the Key Counselor for behavior of his/her cabin group and for specific responsibilities as assigned. Any changes from the scheduled routine should be cleared with the Key Counselor(s) and the Camp Coordinator.
7. The Counselor is expected to provide leadership for a fun session or to assist another counselor/adult/state staff in fun sessions as scheduled. The Teaching Counselor will provide lesson plans and supplies for fun sessions as identified. (Supplies will be reimbursed by the 4-H Office when receipts are submitted **prior to camp week.**)
8. The Counselor will set the tone and be an example for campers by actively and enthusiastically participating in all camp activities, abiding by all camp rules and regulations, and ensuring that all campers are treated equally and fairly and are involved in all camp activities.
9. The Counselor will consider the needs and safety of the campers in all situations from the time the campers arrive at camp until they are released to their parents/guardians.
10. The Counselor will strive to provide a positive camping experience for their campers by creating and maintaining a safe, fun, and enjoyable atmosphere whether in a fun session, participating in group activities, or during cabin time.

*Remember, YOU set the example for what is appropriate behavior in your cabin as well as at camp.  
Be sure YOUR behavior is exemplary!*

## At Camp . . .

- I. The Counselor will attend Camp Orientation at 4-H Camp Cloverleaf on the Sunday prior to camp week. Orientation will include settling into cabins (decorating, if you brought stuff) and getting them (cabins) ready for campers' arrival on Monday, place cabin team signs and directional signs in appropriate locations, sort and bag camp t's, and participate in training and leadership activities as directed by Camp Coordinator.
  
2. Interacting with campers is Primary
  - \* Be aware of and sensitive to the needs of campers and their welfare
  - \* Be agreeable and firm, but not bossy or knaggy
  - \* Establish open communication, be available for private talks
  - \* Be aware of feelings of homesickness and work with camper to feel 'at home'
  - \* Be with your campers or know where they are **at all times**
  - \* Sit with your campers at meal times, encourage cabin grouping
  - \* Help campers understand camp rules, health and safety regulations and table manners
  - \* Help campers uphold the traditions and ideals of camp
  - \* Maintain a friendly attitude with everyone, be tactful, patient and loyal; Be friendly and never play favorites
  - \* Avoid being negative or 'putting down' others (campers, counselors *or* adults)
  - \* Ensure that campers respect the property of others by leaving personal belongings of other campers/counselors alone and do not 'borrow' without permission
  - \* Conduct cabin inspection each morning. Beds made neatly, suitcases out of the way, wet clothes and towels hung outside, cabin floors swept, trash in and around the outside of the cabin picked up, etc.
  - \* Work with campers to encourage a clean camp. Ensure that assigned duties of your cabin are completed in a timely and orderly manner. Help your campers to understand the assigned responsibilities and ensure that chores are done in a positive manner - make it fun!
  - \* Be sure **you maintain** the curfew at night and that everyone in your cabin is up at the appropriate hour in the morning (if the **first** is done the second will follow)
  - \* Assist your campers to be where they need to be during the day (fun sessions, recreation, chores, etc.)
  - \* If a camper becomes ill, notify the camp nurse immediately; also notify the Key Counselor as soon as possible
  - \* If a camper must leave the cabin after curfew for the bathroom, he/she must be accompanied by a cabin counselor. Neither campers nor counselors should be outside alone after curfew
  
3. Working with Key Counselors and Adults
  - \* Cooperate with other Counselors, Key Counselors and adults at all times (staff)
  - \* Assist staff with various tasks when asked and if you see something that needs to be done or handled (trash picked up, cabin tidied, a disruptive camper) handle it in a tactful and positive manner
  - \* Communicate directly with Key Counselor if another Counselor needs to be approached regarding his/her behavior
  - \* Strive to keep Key Counselors and Camp Coordinator informed of exceptional camper behavior (good or bad)
  - \* Be a member of the 'staff' in keeping activities safe by following, and encouraging others, to follow county/camp rules and regulations (help be a part of the solution and not part of the problem)
  - \* Meet daily with other Counselors, Key Counselors and Camp Coordinator to review activities, discuss problems and how they are to be handled, share success stories about your campers, and listen for suggestions for improvements, etc. This daily meeting is provided not as a 'gripe' session, but an opportunity to get help with problems, campers, or situations where you may need assistance.

I have read and understand the above listed Position Description. If selected, I agree to support and adhere to them to the best of my ability.

---

Signature of Counselor Applicant

Date