



## KEY COUNSELOR POSITION DESCRIPTION

Manatee County 4-H Summer Residential Junior Camping Program



*As a Key Counselor, your role at 4-H Summer Residential Junior Camp is multi-faceted and a major commitment and responsibility for you. This is a difficult position, but one that will allow your leadership skills to grow as well as demonstrate your initiative and communication skills.*

1. A Key Counselor is expected to meet registration deadlines and attend (if possible) all scheduled camp training opportunities offered by the Manatee County 4-H Program.
2. A Key Counselor must demonstrate emotional maturity and stability in decision making situations, be self confident and be able to accept constructive criticism.
3. A Key Counselor must be able to assume responsibility without constant and specific direction and/or supervision.
4. A Key Counselor must be prompt and be willing to maintain a fixed schedule when appropriate and to be flexible when situations require flexibility.
5. A Key Counselor must be discreet and be willing to deal with confidential issues of counselors/campers and to communicate those issues to Camp Coordinator/Agent before they become community topics.
6. A Key Counselor must strive to maintain a positive and supportive relationship with all 'staff' (i.e. Cabin Counselors, Adult Volunteers, Camp Coordinator, 4-H Agent, and State paid personnel).
7. A Key Counselor must adhere to and encourage campers/counselors to follow county and state camp rules and regulations.
8. A Key Counselor must maintain and exhibit a positive attitude for the overall 4-H Camping Program.
9. Key Counselor(s) will assist Camp Coordinator at Counselor Workday to conduct activities, maintain order and lead/teach camp songs.

**At Camp . . .** At Camp the Key Counselor(s) will fulfill the following 'job' responsibilities. Be aware this list is not inclusive of your leadership role or 'other jobs' that you might/will be expected to do.

1. Coordinate cabin set-up, and assist with Counselor Orientation at 4-H Camp Cloverleaf on Sunday prior to camp week.
2. Attend and participate in daily Counselor/Camp Coordinator staff meetings.
3. Coordinate counselor/camper pairings on camper arrival; assist Camp Coordinator in maintaining order of counselors/campers for orientation and settling into cabins.
4. Each evening, do initial and last-rounds of 'lights' out' for camper cabins.
5. Each morning do 'wake-up' of counselors/campers; encourage the starting of 'daily' cabin jobs by assigned cabins, stay visible (breeze way, outside of dining hall, outside of auditorium); Get cabins lined up for flag raising and for breakfast. This means you are first-up and first-out!

6. Conduct daily attendance of fun-sessions to confirm campers and counselors are present and are where they should be.
7. Organize daily juice breaks with state staff and camp kitchen staff.
8. Take counselor/camper cabin pictures.
9. Assist with large group games (i.e. lining up, explaining rules, games set-ups, crowd control, etc.).
10. Serve on Camp Disciplinary Committee if Committee is required.
11. Assist state staff and counselors with camp ceremonies or other special programming as identified.
12. ‘Gently’ enforce camping program policies and procedures, rules and regulations. Remember you set the example, so be sure it’s the right example you set.
13. Additional duties as requested by Camp Coordinator/Agent.

I have read and understand the above listed Position Description. If selected as a Key Counselor, I agree to support and adhere to them to the best of my ability. I understand that by completing and submitting the Key Counselor Application, and if not selected, that my application will be considered for a counselor position as well.

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Signature of Key Counselor Applicant      Date

***YOU are leading by example, so think before you act.  
YOU set the standard for what is appropriate behavior for the counselors as  
well as the campers.  
Be sure YOUR behavior is exemplary!***

