



# Cornell University

## Cooperative Extension

### Cortland County

**Classification Title: Temporary Camp Counselor, Jr. Exempt**

**Functional Title: 4-H Camp Owahta– Counselor**

**Supervisor & Title: 4-H Camp Owahta Director**

#### General Responsibilities

This position serves as **4-H Camp Owahta Counselor, Jr.** responsible to Cornell Cooperative Extension Association of Cortland County. The primary responsibilities of this position are to assist with the weekly program design and implementation of all 4-H Camp Owahta's programs and activities, and to assist in providing overall supervision and direction of youth participating in camp activities. In addition, this position accepts and performs other duties as assigned and deemed appropriate by the 4-H Camp Owahta Director. *(This position includes cabin responsibilities.)*

#### **Job Duties**

- Assist the counselor in charge of the supervision of campers in cabin. **(At no time will a Junior Counselor be given the responsibility of cabin supervision or any activity that is considered to be high risk.)**
- Represent 4-H Camp Owahta in initial contact with parents and campers on opening day of each session, making every effort to make campers and parents feel comfortable and welcome.
- Assist in the supervision of campers during all meals, recreation time, free time, free swim, evening programs and other camp activities.
- Enforce all camp health and safety standards, keeping campers safe at all times.
- Assist campers in scheduling classes, and following the daily camp schedule.
- Provide to all campers the opportunity to participate in all camp activities, and assist Camp Director, Program Director, and Area Program Coordinators in providing support for these activities.
- Be a positive role model and ensure that both counselor and camper behaviors are consistent with camp standards.
- Assist in the development and coordination of special programs including afternoon, evening and weekend activities.
- Assist in teaching all classes as directed by the Program Area Coordinators and Camp Director.
- Assist Program Area Coordinators and senior counselors in monitoring progress of classes.
- Maintain records on all instructional classes, including lesson plans.

- Assist in distributing award recognition and participation certificates to campers when earned.
- Assist in maintaining and inspecting program equipment, supplies, and program sites, (including end of season inventory) to ensure they are in good condition and working order.
- Attend camp orientation program and assist in helping Program Area Coordinators, and senior counselors organize their respective areas.
- Participate in staff meetings and training events as scheduled.
- Conduct daily inspections of equipment and supplies to ensure they are safe, clean, and in good repair.
- Review weekly camp medical bulletins, and stay aware of special medical requirements of campers you are helping to supervise.
- Ensure all special needs are met (i.e. medications, individual needs).
- Provide support for individual campers who have difficulty adjusting to campers and/or camp life.
- Keep all coordinators, and Directors updated with pertinent information.
- Cooperate with coordinators, directors and other counselors in the development, planning and implementation of all 4-H Camp Owata activities, including afternoon, evening, and weekend activities.
- Assist in the evaluation of the current camping season, and make suggestions for the next camping season.

### **Reporting Relationships**

- Immediate supervision provided by Senior Counselor, with overall supervision provided by 4-H Camp Owata Director.

### **Qualifications**

#### *Necessary:*

- Must be at least 17 years old to comply with New York State Department of Health regulations.
- Must have three years of C.I.T. training or equivalent experience working with children.

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

- Demonstrated ability to supervise program assistants and make scheduling assignments.
- Demonstrated ability to coordinate multi-faceted athletic program of teaching skills, setting up intramural and inter-camp teams.
- Demonstrated knowledge and skills in officiating team and individual sports and the ability to teach these skills to staff and campers of all ages.
- Demonstrated ability to maintain athletic facilities.
- Desire and ability to work with children outdoors. □ Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### **Special Requirements**

- Must meet travel requirements of the position.

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