Counselor-in-Training
Job Description

Reports to:
Team Leader and/or CIT Coordinator

Position Purpose:
To learn the role of a counselor (The role of a counselor is to be a primary caregiver for each camper throughout their stay at camp) by assisting other counselors in fulfilling their duties; to ensure that a positive, safe, healthy and enjoyable experience is provided to all campers, always working within the policies of Camp Rising Sun (CRS) and the American Camping Association (ACA); to develop and cultivate leadership skills and gain experience in working as a member of a team.

Qualifications
- Demonstrated ability to work with children with and without special needs
- Demonstrated ability to work effectively as a member of a team
  - Demonstrated flexibility and patience in working with others in a team
  - Demonstrated professionalism and a positive attitude in interactions with others
- Desire and ability to work with children and adults in camp setting
- Demonstrated ability to be positive and encouraging
- Willingness to learn and develop new skills in a variety of camp settings
- 16 or 17 years of age

Essential Job Functions:

1. Facilitate a friendly, accepting and fun atmosphere- encouraging all team members to know all campers and vice versa
2. Demonstrate self-motivation and cooperation in working with all other staff
   a. Work cooperatively and take supervision/feedback in a positive manner from all other staff
   b. Do what a counselor, team leader or staff asks of you
   c. Be willing to carry out jobs and duties when tired
   d. Be aware that others needs may need to be met before yours
   e. Be aware of your own anxiety and be willing to help yourself manage it (with facilitation)
   f. Take initiative on tasks that relate to job duties
   g. Be willing to ask for help when needed
   h. Communicate concerns and questions to Team Leader
3. Assist counselors in the direction, constant supervision and organization of campers throughout daily events at camp
   a. Be familiar with the eating, toileting, sleeping and daily living routines of campers in team
   b. Learn to implement the visual and behavior systems for each camper in team
4. Be an active participant and role model during all activities for both staff and campers
   a. Follow and participate actively in the camp written and/or verbal program schedule
   b. Ensure assigned campers arrive on-time at scheduled activities and facilitate their active participation
   c. Offer emotional support, guidance and encouragement to campers- be positive!
   d. Be willing to demonstrate various activities (ropes course, theater games, swimming etc.) when asked
5. Communicate with campers in a respectful and understandable way, keeping in mind the many different ways people communicate (spoken language, words, objects, etc.)

6. Model appropriate behavior for other counselors-in-training and counselors to emulate regarding appropriate counselor-camper interactions, counselor-counselor interactions and ways to address interpersonal or staffing concerns
   a. Know each camper assigned to your team
   b. Encourage team-mates who may be having a hard time joining the group

7. Comply with staff personnel policies
   a. Be professional and respectful to others
   b. Work cooperatively with other staff members
   c. Be on-time to group activities
   d. Physically stay with group throughout the day, except during scheduled breaks
   e. Participate in all pre-camp trainings, general staff meetings and CIT meetings
   f. Participate in general camp schedule of activities
   g. Report all incidents and accidents immediately to counseling staff and cooperate in the completion of all required follow-ups per the American Camping Association, CRS and the Center for Development and Disability policies and procedures

8. Demonstrate both physical and cognitive strength and endurance required to maintain constant supervision of campers and to provide support to staff
   a. Observe campers in a variety of settings throughout the day
   b. Possess the ability to recognize a camper in distress and call for help as appropriate
   c. Oral and auditory ability to recognize a camper in distress and call for medical assistance as appropriate

9. Additional duties as assigned by Counselors, Team Leader and Counselor Coordinator