



# MDSC JOB DESCRIPTION

## *Counselor*

<p><b>General Summary</b></p>	<p>Under guidance of the Camp Director and Assistant Director, oversees an assigned group of campers during their stay at camp. Responsible for knowledge of the whereabouts of all assigned campers, ensuring safety standards, instructing campers of camp rules and regulation, maintaining discipline, and guiding campers throughout all daily activities. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing &amp; Regulatory Affairs agency American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.</p>
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<p><b>Principle Duties &amp; Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Provide an example of Christian behavior and language to all campers and fellow staff.</li> <li>2. Attends all required pre-camp staff training, as well as in-camp training programs.</li> <li>3. Receives weekly camper group assignment from Camp Director prior to each session. Ensures cabin is set up with correct number of bunks, and is clean prior to camper arrival.</li> <li>4. During new camper arrival, meets new campers assigned to their cabins as well as their parents. Assists campers in setting up their bunks, organizing their belongings, etc. Answers any questions from parents regarding their child's stay at camp.</li> <li>5. After all campers arrive, conducts a short meeting to introduce all campers and present basic camp rules and regulations.</li> <li>6. Brings all assigned campers to the Orientation Meeting.</li> <li>7. During the first evening, reminds campers of their daily schedule, including waking times, activities, etc.</li> <li>8. Each morning, awakens campers after the morning bell. Ensures that campers rise early enough to clean up and makes sure that all are dressed appropriately for the weather conditions.</li> <li>9. Sends campers scheduled for Hopper duty at the Hopper bell.</li> <li>10. Assembles all campers at the flagpole for flag raising and morning prayers. Stands with campers group during morning assembly.</li> <li>11. Sits at assigned table with campers during all meals. Ensures that campers at tables eat meals. Assists younger campers with eating as necessary. Reports non-eaters to Camp Health Director.</li> <li>12. Dismisses campers from table after breakfast to complete Cabin Cleanup. Reminds campers of daily Kaper assignments.</li> <li>13. Attends daily morning staff meetings and receives assignments for activities and special events.</li> <li>14. Oversees assigned morning Kaper duties.</li> <li>15. Guides campers in their morning activities, ensuring they arrive at each activity prepared (wearing bathing suit for swimming, etc) and on time. Assists with morning activities as needed.</li> <li>16. Sends assigned campers to lunch Hopper duty. Accompanies all campers to lunch.</li> <li>17. Following lunch, brings campers to cabin for Siesta. When on Siesta cabin duty, makes sure all campers are in their bunks and resting for entire period.</li> <li>18. Guides campers through afternoon activities and assists or coordinates activity with other staff.</li> </ol>
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	<p>19. Sends assigned campers to evening Hopper duty. Guides campers to evening prayers and flag lowering prior to dinner. Accompanies campers to dinner.</p> <p>20. Oversees campers for evening activities, and assists and fully participates with activities as assigned.</p> <p>21. When camper age group is dismissed for bedtime, accompanies assigned campers to the Suzie to cleanup. Assists campers in getting ready for bed. Does not leave cabin until staff member on Cabin Duty arrives.</p> <p>22. Ensures that campers change clothes, brush teeth and shower on a regular basis.</p> <p>23. Reports injuries, suspected illness, homesickness to Camp Health Director.</p> <p>24. Maintains camp and cabin discipline. Refers incidents of misbehavior, as necessary, to Camp Director.</p> <p>25. Reports any malfunction of equipment or hazardous situations to the Camp Director.</p> <p>26. Assists with camp activities and events as assigned by the Program Director.</p> <p>27. Supervises campers when assigned evening or siesta Cabin Duty.</p> <p>28. Accompanies campers to the Suzie or to see Camp Health Director at night.</p> <p>29. Promotes high camper morale.</p> <p>30. Ensures campers receives appropriate amount of rest each night.</p> <p>31. Ensures camper safety.</p> <p>32. Ensures that there is “group acceptance” of every camper, and strives to make sure all campers enjoy their stay at camp.</p> <p>33. At the end of each week, ensures that campers are packed and that the cabin is fully cleaned.</p>
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<b>Skills Required</b>	<ol style="list-style-type: none"> <li>1. Ability to lead and oversee an assigned group of campers, understanding role as a "24-hour parent".</li> <li>2. Ability to work with children of all ages and understand their interests</li> <li>3. Compassion, good judgment, sense of responsibility, patience, fairness, humor, charisma, spontaneity, and a positive outlook.</li> <li>4. Ability to work long hours, in an outdoor setting, requiring regular physical activity, standing for long periods.</li> </ol>
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<b>Working Conditions</b>	<ol style="list-style-type: none"> <li>1. Outdoor setting, with varied summer temperatures.</li> <li>2. 24 hour responsibility for all assigned campers.</li> </ol>
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<b>Minimum Level of Preparation and Training</b>	<ol style="list-style-type: none"> <li>1. Must be 18 years of age or older by the week(s) assigned to camp. Week Zero counselors must be age 20 or older.</li> <li>2. Valid driver's license.</li> <li>3. Previous camp experience, or experience working with children.</li> <li>4. Established record in leadership roles.</li> <li>5. Completion of Archdiocese Youth Protection Online Training.</li> </ol>
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<b>Reporting Relationship</b>	Reports to the Camp Director/Assistant Camp Director.
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<b>Subordinates</b>	Counselors-in-Training assigned to the same group.
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<b>Salaried</b>	Yes
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