



Job Description of Overnight Camp Counselor

Responsible To:

- Program Director and Assistant Program Directors

Minimum Qualifications:

- Must be 17 years of age at the start of employment.
- Demonstrate a desire and ability to learn and be taught about autism and approaches for managing the challenges associated with it.
- Be physically able and willing to maintain constant supervision of campers and to fulfill all responsibilities fully.
- Be patient, energetic, fun-loving, and hard-working – and a sense of humor doesn't hurt!
- Be willing and able to put the needs of others before your own.
- Be flexible and able to work well with others, maintain open and effective communication.
- Be accepting and respectful of those who think, behave, and interact differently than what is considered normal.

Essential Duties and Responsibilities:

- Participate in pre-camp staff training. Become familiar with and implement camp policies, procedures, and philosophy as stated in the Camp Royall Staff Manual, and learn the role of the camp counselor.
- BE ON TIME for all on duty shifts and meetings. This is a sign of respect for your fellow staff.
- Assume full responsibility for and supervision of 1 to 3 campers each week.
- Prepare for the arrival of each camper by reading their folder thoroughly, including all information forms, medical information, and behavior plans; discuss each camper with supervisory staff as needed. Prepare a list of any questions about information that is unclear.
- Greet parents and/or care providers when they arrive on Sunday. Answer any questions they have about camp or direct them to a Director. Remember that you are representing camp and act accordingly. Make parents comfortable leaving their child with you.
- Provide appropriate supervision and instruction to each camper in all settings and activities. Let an Activity Director know if you need assistance with supervision.
- PARTICIPATE in all activities with your camper. Encourage and facilitate your camper's participation in all activities by implementing appropriate strategies, such as visual structure and reinforcements.
- Implement behavior management strategies according to the guidelines stated in the Camp Royall Staff Manual. Discuss these strategies with supervisory staff.
- Assist and supervise campers in all aspects of self-care, including dressing and undressing, bathing, eating, grooming and hygiene, toileting, and any other areas of daily living. If your camper is self-sufficient in these areas, close supervision and monitoring are still required.
- Monitor and report any health and/or medical concerns to an Activity Director (i.e. scratches, ticks, first aid needs, etc.). Except in an emergency, an Activity Director should handle all First Aid, even if you are certified in First Aid.
- Perform assigned rest time and night duty responsibilities during assigned night duty weeks (more details below).
- Meet parents/care providers on Friday and discuss their camper's week with them. Assure that ALL of the camper's belongings are returned to the parents.
- Attend and participate in all meetings. Keep supervisory staff informed of any situations.
- Write daily reports of each camper's activities to be sent home with parents.
- Follow all policies and guidelines as explained in the Camp Royall Staff Manual.
- Maintain the cleanliness of all areas of camp utilized by camp staff. Complete assigned cleaning jobs with your S.T.E.P. Group before leaving on Friday.
- Perform all other duties as assigned.

Night Duty Counselors:

- Night duty shift is 7:30pm-8:15 am Sunday-Thursday and Rest time shift is 1-3pm, Monday-Thursday.
- The Night Duty Counselor is responsible for all of these shifts during their assigned week(s).
- Each counselor will serve as a Night Duty Counselor at least 2 weeks during the summer.
- Night Duty Counselors serve (along with 2 other counselors) as hands on staff in the camper cabins during all night time and rest time shifts for a given week.
- Responsibilities include:
 - Supervision of 15 campers overnight and at rest time
 - Assistance with self-care
 - Laundry
 - Behavior management
 - Lead general leisure time activities

Free Floaters:

- Be prepared to work a full day. You are expected to be at all meals, including breakfast, and work until night duty takes responsibilities for campers.
- Have everything you will need for the day with you – bathing suit and towel, etc.
- Assist the Activity Directors however scheduled. This includes, but is not limited to, preparing for, assisting during, and cleaning after activities and events.
- Help provide support to regular counselors by providing brief breaks throughout day.
- Perform any errands, such as purchasing supplies, doing laundry, straightening camper cabins, etc.
- Take initiative in finding ways to assist the other staff as needed.
- Report to an AD whenever a task is completed.
- Perform all other duties as assigned.