



Job Description

Job Title: Camp Counselor
Department: Camping & Recreation Services
Reports to: Camp Program Coordinator
FLSA status: Non-exempt

Summary:

The Camp Counselor provides care, supervision and recreation for campers with developmental and physical disabilities. Months for hire are June – August.

Hours of Work:

Hours of work are by schedule provided prior to each weekend camp session

Essential Duties and Responsibilities:

- Assist in cabin and camp activities.
- Reside in cabins with campers and assist campers with all daily living activities.
- Help to interpret health and safety rules. Assures that Easter Seals' Safety Program and security procedures are carefully observed to reduce work-related injuries. Determines appropriate action beyond guidelines, reporting potentially unsafe conditions. Uses equipment and materials properly.
- Assist campers with personal care including dressing, feeding, bathing, transferring and toileting.
- Keep track of campers clothing and personal property.
- Other duties as assigned.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with campers, staff and the general public.

Mathematical Skills:

Ability to add and subtract, multiply and divide with 4-digit numbers including decimals. Ability to perform these operations using units of American weight measurement, volume, and distance.



Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Department of Justice fingerprint clearance or satisfactory criminal background check arranged by Easter Seals Central California.

Other Qualifications:

Must be at least 18 years of age before camp begins.

Physical Demands:

Must be able to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Must be able to lift and move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is moderate to loud.

(See next page for specific job duties.)



Specific Job Duties

Everyday Duties:

Counselors are expected to work with enthusiasm and excitement each day. It is the responsibility of the counselor to lookout for the well-being of each camper under his or her care and to get campers involved and excited in activities. Counselors are required to sleep inside his or her cabin with campers and provide necessary care throughout the night. Breaks can be coordinated with accompanying counselor. Counselors are to be exemplary figures for camper and CITs. You must follow all rules and regulations outlined during staff training or otherwise noted.

Personal Care Duties:

Counselors are required to provide personal care to campers requiring assistance including but not limited to feeding camper all meals/snacks, taking camper to restroom and/or changing brief (diaper), showering camper throughout camp session, brushing camper's teeth daily, helping to change clothes, and facilitating care requiring nurses assistance. Counselors will also have to help in lifting and transferring campers from wheel chair to bed, shower, or other place to the best of his or her ability throughout the camp session.

Medical Duties:

It is the counselor's responsibility to know the medical status of each camper under his or her care. Counselors must carry out pre-planned behavior plans for campers requiring assistance. Counselors should know the protocol for medical episodes such as seizures, anxiety attacks, and others. Counselors should know the proper way to put on/take off body braces (AFO, Back Brace, etc.). Counselors should be actively aware of camper's sensitivities such as food allergies, environmental risks, and general health concerns; knowing when to get a nurse involved.

Other Duties:

Counselors are required to fill out all forms requested by program staff and camp directors. Counseling is a team effort, counselors will be working in small groups of 2-4 staff that will change weekly. Counselors must be good communicators and be able to work with many different personalities and backgrounds. All breaks must be coordinated with accompanying counselor unless stated otherwise. Counselors must be aware of the general well-being and safety of campers both at camp and in-home life. Counselors are mandated reporters and must tell managing staff if concern for home-life is present.