

Program Counselor/Intern – Job Description

Job Title: Program Counselor/Intern
Department: Camp Programs
Reports To: Camp Director, Assistant Camp Director, Program Area Coordinator
Revision Date: October, 2022

Position Summary

Working with staff and volunteers to develop, plan and implement programming that is safe, age appropriate and empowering in a medically and emotionally safe environment for children that have been diagnosed with a life-threatening illness.

Duties and Responsibilities

- Responsible for the care and safety of all campers and counselors in specific program area
- Provide a program that is educational, enjoyable and appropriate for each camper session
- Maintain and manage all aspects of program area
- Organize an orientation program and train staff in program procedures
- Coordinate and schedule any special events with the Program Area Coordinator or Entertainment Coordinator, considering the abilities and disabilities of each participant
- Document and manage all aspects of health, safety and risk management of the specific program area
- Enforce rules, policies and behavior as pertains to the program area
- Work closely with other program areas in developing and implementing rainy day activity plans
- Prepare the program area for the opening and closing of each session
- Work closely with counselors, the leadership team and medical staff regarding all aspects of program development and management
- Actively participate in and help facilitate all other day and evening programs as required by the Program Area Coordinator and Entertainment Coordinator
- Complete an opening and closing seasonal equipment inventory
- Evaluate the current season and make recommendations for equipment, supplies and program for the following season in an end of summer overview
- Participate in all staff training
- Active member of your lodge so that you may participate in the overall experience of camp life, all meals should be taken with your assigned den, whenever you are not engaged in an activity or planning, you should join in the activities of your den
- Attend to personal care needs of campers when necessary, including some changing, showering and transferring as needed
- Report any staff behavior that poses a potentially negative impact on the well-being of other staff or the camp community
- Responsible for knowing and adhering to the policies and procedures contained within the camp manual
- Adhere to policies and procedures as outlined in the camp manual, employee agreement, and orientation

- Complete the end of the summer evaluation before the last day of contractual employment
- Attend all staff meetings
- All other duties as assigned

Physical Elements

- Frequent Lifting and carrying 50 pounds or heavier
- Bending and reaching
- Providing direct care for clientele as needed, including but not limited to assistance with toileting, showering, eating, positioning in wheelchairs and beds, etc.
- Assisting staff in transferring campers weighing as much as 250 pounds
- Navigating various terrains on camp such as concrete, grass fields and dirt trails
- Working outdoors for several continuous hours
- Standing and walking for long periods of time

Equipment Used

- Golf carts
- Hoyer lifts and other adaptive devices including but not limited to power wheelchairs

Working Conditions

- Working in outdoor and indoor environments
- Some noisy conditions
- Cold and warm weather environments
- Inclement weather
- Will share a living accommodation with as many as five people

Minimum Qualifications

- Must be at least 19 years of age
- Must be able to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed
- Must be able to accept supervision and guidance
- Must have the ability to communicate and train staff and campers in safety regulations and emergency procedures
- Must have visual and auditory ability to identify and respond to environmental and other health hazards related to the activity
- Must have physical ability to perform all duties and responsibilities related to the activity area
- Must have relevant supervision and leadership experience in related field (preferably camp)
- Must have the cognitive and communication skills to plan and conduct activities to achieve camper development objectives
- Must have current CPR certification

Entertainment Coordinator/Intern – Job Description

Job Title: Entertainment Coordinator/Intern
Department: Camp Programs
Reports To: Camp Director, Assistant Camp Director, Program Area Coordinator
Revision Date: October, 2022

Position Summary:

Working with staff and volunteers to develop, plan and implement programming that is safe, age appropriate and empowering in a medically and emotionally safe environment for children that have been diagnosed with a life-threatening illness.

Duties and Responsibilities

- Be an active member of the leadership team in creating and defining summer camp programs which reflect The Center for Courageous Kids' mission and goals
- Assist the Leadership Team in the implementation of pre-summer orientation
- Responsible for the welfare of each individual (camper and staff) participating in evening activities
- Attend to mild personal care needs of campers when necessary, including some changing, showering and transferring as needed
- Design, implement and maintain all aspects of the entertainment program
- Organize an orientation to train summer staff in entertainment expectations and routines
- Work closely with leadership and medical staff in planning appropriate entertainment for each illness group
- Coordinate and schedule any special events with the Camp Director, Assistant Camp Director, and Program Area Coordinator taking into account the abilities and disabilities of each participant
- Communicate any needed information to any outside entertainment sources
- Responsible for overseeing any outside entertainment while they are on camp
- Create appropriate recognition for any outside entertainment
- Assist in the evaluation of seasonal staff
- Submit an end of season written overview of the entertainment program, making recommendations for future enhancement
- Familiar with and help carry out all safety and emergency procedures
- Ensure all new policies throughout the summer are explained to and enforced by staff
- Ensure that an entertainment budget is maintained
- Complete a beginning and ending seasonal equipment inventory
- Attend all staff meetings
- Report any staff or camper behavior that poses a potentially negative impact on the wellbeing of other campers, staff or the camp community
- Adhere to and implement the policies and procedures of The Center for Courageous Kids

- All other duties as assigned

Physical Elements

- Lifting and carrying 50 pounds or heavier
- Frequent bending and reaching
- Transferring and providing direct care for clientele as needed
- Standing and walking for long periods of time

Equipment Used

- Office equipment
- Gator, golf cart and camp automobiles
- Vending machine equipment
- Passport and Musical equipment

Working Conditions

- Working in outdoor and indoor environments
- Some noisy conditions
- Cold and warm weather environments
- Inclement weather

Qualifications

- Must be at least 21 years of age
- Previous residential camping experience preferred
- Must be able to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed
- Must be able to recognize potential safety hazards and enforce appropriate safety regulations and emergency procedures
- Must be able to supervise and evaluate volunteers and staff
- Must be able to plan, supervise and facilitate an activity as assigned
- Must have excellent communication and organizational skills
- Must have strong problem solving and conflict resolution skills
- Must be able to function in a team atmosphere
- Must have current CPR certification

Oldest Camper Coordinator/Intern – Job Description

Job Title: Oldest Camper Coordinator/Intern
Department: Camp Programs
Reports To: Camp Director, Assistant Camp Director, Program Area Coordinator
Revision Date: October, 2022

Position Summary

Working with staff and volunteers to develop, plan and implement programming that is safe, age appropriate and empowering in a medically and emotionally safe environment for children that have been diagnosed with a life-threatening illness.

Duties and Responsibilities

- Active member of the leadership team in creating and defining summer camp programs which reflect The Center for Courageous Kids' mission and goals
- Assist the Leadership Team in the implementation of pre-summer orientation
- Responsible for the welfare of each individual (camper and staff) participating in oldest camper activities
- Attend to mild personal care needs of campers when necessary, including some changing, showering and transferring as needed
- Design, implement and maintain all aspects of the oldest camper program
- Organize an orientation to train summer staff in oldest camper expectations and routines
- Work closely with leadership, oldest camper den counselors and medical staff in planning age appropriate activities for each illness group
- Coordinate and schedule any special events with the Camp Director or Assistant Camp Director, considering the abilities and disabilities of each participant
- Communicate any needed information to any outside entertainment sources
- Responsible for overseeing any outside entertainment while they are on camp
- Create appropriate recognition for any outside entertainment
- Assist the Entertainment Coordinator when not actively involved in oldest camper activity preparation/facilitation
- Assist in the evaluation of seasonal staff
- Submit an end of season written overview of the oldest camper program, making recommendations for future enhancement
- Familiar with and help carry out all safety and emergency procedures
- Ensure all new policies throughout the summer are explained to and enforced by staff
- Ensure that an oldest camper budget is maintained
- Complete a beginning and ending seasonal equipment inventory
- Attend all staff meetings

- Report any staff or camper behavior that poses a potentially negative impact on the wellbeing of other campers, staff or the camp community
- Adhere to and implement the policies and procedures of The Center for Courageous Kids
- All other duties as assigned

Physical Elements

- Lifting and carrying 50 pounds or heavier
- Frequent bending and reaching
- Transferring and providing direct care for clientele as needed
- Standing and walking for long periods of time

Equipment Used

- Office equipment
- Gator, golf cart and camp automobiles
- Vending machine equipment
- Passport and Musical equipment

Working Conditions

- Working in outdoor and indoor environments
- Some noisy conditions
- Cold and warm weather environments
- Inclement weather

Qualifications

- Must be at least 21 years of age
- Previous residential camping experience preferred
- Must be able to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed
- Must be able to recognize potential safety hazards and enforce appropriate safety regulations and emergency procedures
- Must be able to supervise and evaluate volunteers and staff
- Must be able to plan, supervise and facilitate an activity as assigned
- Must have excellent communication and organizational skills
- Must have strong problem solving and conflict resolution skills
- Must be able to function in a team atmosphere
- Must have current CPR certification

Lodge Leader/Intern – Job Description

Job Title: Lodge Leader/Intern
Department: Camp Programs
Reports To: Camp Director, Assistant Camp Director, Program Area Coordinator
Revision Date: October, 2022

Position Summary:

Oversees staff and volunteers in a mentoring capacity to develop, plan and implement programming that is safe, age appropriate and empowering in a medically and emotionally safe environment for children that have been diagnosed with a life threatening illness.

Duties and Responsibilities

- Active member of the Leadership Team in creating and defining a summer camp program that reflects The Center for Courageous Kids' mission and goals
- Assist the Leadership Team in the implementation of pre-summer orientation
- Assist the Leadership Team in the placement of den and program staff into dens
- Develop goals and job expectations with lodge staff and review with them on a regular basis
- Provide ongoing supervision, training and feedback for lodge staff and volunteers
- Responsible for the welfare of each individual (campers, staff, volunteers) in the lodge and to do everything possible to help solve problems
- Assist those campers, staff and volunteers who may need help fitting into the camp atmosphere
- Assist in the evaluation of den staff at least once during the summer
- Submit a comprehensive end of summer evaluation that provides feedback on seasonal staff and all-camp programming
- Monitor program staff in dens and ensure that they take responsibility for dens at appropriate times
- Ensure that all medical and incident reports involving campers and staff from the den are filed
- Familiar with and help carry out any and all safety and emergency procedures
- Ensure that all policies are explained to and enforced by den staff
- Responsible for handling, through cooperation with den staff, all camper related issues including but not limited to homesickness, discipline, disclosure and medical needs
- Attend to mild personal care needs of campers when necessary, including some changing, showering and transferring as needed
- Report any staff or camper behavior that poses a potentially negative impact on the wellbeing of other campers, staff or the camp community
- Oversee and help organize, lead and take part in all lodge/den activities including but not limited to early risers, program rotations, meals/camper dietary needs, prompt attendance at all scheduled activities, cabin chat/bedtime activities, coverage for free choice signups, den cleanup, siesta/night duty, campfires, den closings and awards (including decorations), rainy day activities, stage day, barbeques, oldest camper programming, cheers and songs
- Oversee and ensure that campers and staff maintain a clean and neat environment in both program and living areas
- Oversee the thematic design of lodge and camp programming, including but not limited to planning, committee enrollment, decorating, and facilitation

- Develop and maintain a professional and critical understanding of medical and camper profiles of each camper in assigned lodge, including overseeing the completion and submission of profiles each session
- Able to perform all job responsibilities covered in den counselor job description
- Attend all staff meetings
- Adhere to and implement the policies and procedures of The Center for Courageous Kids
- All other duties as assigned

Physical Elements

- Lifting and carrying 50 pounds or heavier
- Frequent bending and reaching
- Navigating various terrains on camp such as concrete, grass fields and dirt trails
- Providing direct care for clientele as needed
- Assisting staff in transferring campers weighing as much as 250 pounds
- Standing and walking for long periods of time

Equipment Used

- Office equipment
- Golf carts
- Cleaning equipment
- Hoyer lifts and other adaptive devices including but not limited to power wheelchairs

Working Conditions

- Working in outdoor and indoor environments
- Some noisy conditions
- Cold and warm weather environments
- Inclement weather
- Will share living accommodations with as many as five other people

Qualifications

- Must be at least 21 years of age
- Previous resident camping experience preferred
- Must be able to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed
- Must be able to recognize potential safety hazards and enforce appropriate safety regulations and emergency procedures
- Must be able to supervise and evaluate staff and volunteers
- Must be able to plan, supervise and facilitate an activity as assigned
- Must have excellent communication and organizational skills
- Must have strong problem solving and conflict resolution skills
- Must have current CPR certification

Den Counselor/Intern – Job Description

Job Title: Den Counselor/Intern
Department: Camp Programs
Reports to: Camp Director, Assistant Camp Director, Program Area Coordinator
Revision Date: October, 2022

Position Summary

Assist with camp activities to ensure a safe, age appropriate and empowering experience is offered in a medically and emotionally safe environment for children that have been diagnosed with a life-threatening illness.

Duties and Responsibilities

- Live in the lodge with campers serving as a leader, supervisor and role model
- Guide campers through the weekly schedule, assisting them in an experience that is safe, uplifting and empowering
- Partake in planning, executing, and evaluating of activities designed to fulfill the goals and mission statements of camp
- Facilitate positive and appropriate interactions between campers to encourage group bonding
- Treat all campers in a manner that shows respect to their dignity and individuality
- Develop goals and expectations with campers and review with them on a regular basis
- Help each camper to meet the goals established by camp as presented in the camp manual
- Supervise and assist campers in all aspects of daily camp life
- Assist campers in cabin clean up, hygiene routines, evening routines, and prompt attendance to all camp functions
- Organize, lead and take part in all lodge activities including but not limited to rainy day activities, stage night performances, free time fillers, meals, all camp activities, closing activities and recognition
- Actively participate in the thematic design of lodge and camp programming, including but not limited to planning, committee enrollment, decorating, and facilitating
- Actively plan, create, and participate in thematic decorations and activities as a member of weekly committees
- Provide assistance in handling all camper related issues, including but not limited to homesickness, discipline, disclosure and medical needs
- Complete an end of session evaluation of each camper in assigned den to be turned into Lodge Leader
- Attend to personal care needs of campers, including some changing, showering and transferring as needed
- Instruct campers in emergency procedures such as fire and severe weather drills
- Assist campers and co-counselors to maintain a clean and neat environment in both program and living areas
- Do a thorough cleanup of lodges at the end of each session and at the end of the season before leaving camp

- Report any staff or camper behavior that poses a potentially negative impact on the well-being of other campers, staff or the camp community
- Adhere to and implement the policies and procedures of The Center for Courageous Kids
- Participate in all aspects of camp including but not limited to staff training, volunteer orientation, and staff meetings
- Develop and maintain a professional and critical understanding of medical and camper profiles of each camper in assigned den, including completion of profiles each session
- All other duties as assigned

Physical Elements

- Lifting and carrying 50 pounds or heavier
- Frequent bending and reaching
- Providing direct care for campers as needed, including but not limited to assistance with toileting, showering, eating, positioning in wheelchairs and beds, etc.
- Assisting staff in transferring campers weighing as much as 250 pounds
- Navigating various terrains on camp such as concrete, grass fields and dirt trails
- Working outdoors for several continuous hours
- Standing and walking for long periods of time

Equipment Used

- Golf carts
- Hoyer lifts and other adaptive devices including but not limited to power wheelchairs
- Canoes and Paddle Boats
- Horses

Working Conditions

- Working in outdoor and indoor environments
- Some noisy conditions
- Cold and warm weather environments
- Inclement weather
- Will share a living accommodation with as many as five people

Minimum Qualifications

- Must be at least 19 years of age or 18 years old with a year of college
- Must be able to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed
- Must be able to recognize potential safety hazards and enforce appropriate safety regulations and emergency procedures
- Must be able to physically and mentally lead and assist in the care of eight campers during the entire session, navigating the camp schedule and any required adjustments
- Must be able to accept supervision and guidance
- Must be able to function in a team atmosphere
- Must have visual and auditory ability to identify and respond to environmental and other health hazards related to residential life