

White Memorial Camp Management Group, Inc.

Job Description

Make a difference, join a fantastic team, and work at a beautiful camp and retreat center located in Council Grove, Ks - surrounded on three sides by the Council Grove Lake. Be a mentor, guardian and friend while leading outdoor activities at our various overnight camps!

Job Title: Cabin Leader (also known as Camp Counselor)

Classification: Exempt/ Seasonal

Reports to: Program Leader and Camp Director

Salary: \$300-\$360 a week (\$60 / Day) (First Year: \$55 / day, Second Year: \$60 / day, Third Year: \$70 / day, Fourth Year: \$75 / Day)

Position Purpose:

Cabin Leaders are the primary caregivers for each camper. The Cabin Leader is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - o Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - o Assure campers are properly supervised at all times.
 - o Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - o Responsible for leading and assisting with the teaching of activities.
 - o Actively participate in all program areas as assigned.
 - o Provide for the progression of activities within the framework of individual and group interests and abilities.
 - o Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - o Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - o Ensure that campers receive their medications as directed by the health care manager.
 - o Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
 - o Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the camp director.
4. Be a role model to campers and staff in your attitude and behavior.
 - o Follow and uphold all safety and security rules and procedures.
 - o Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events on or near the waterfront.

Relationships:

Cabin Leaders' primary relationship is reporting to and working with the Program Director. Counselors collaborate with kitchen staff, program specialists, business and maintenance staff and volunteers. While working in the kitchen, counselors report to the food service manager and cook. Generally counselors report to the program leader with needs or concerns and the director.

Equipment Used:

Cabin Leaders may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft. Some may be trained to facilitate high ropes, drive boats or teach archery.

Qualifications: (Minimum Education and Experience)

- Must be 18 years of age or high school graduate. (or 3 years older than cabin campers, or if in training to be full-time counselor)
- Must be able to obtain or become certified in First Aid/CPR.

- Must submit a health history record and examination form prior to the first day of work.
- Ability to interact with all age levels.
- Preferred: ability and willingness to obtain Lifeguard Certification as part of WMC staff training.

Knowledge, Skills, and Abilities:

- Preferred Graduate or nearly graduated High School or GED equivalent
- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.
- Ability to act in a professional and mature manner.
- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Physical Aspects of the Job:

- Physical ability to respond appropriately to emergency situations: requiring first aid, fire, evacuation, illness, or injury, and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements include prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Additional Benefits

- Incentives: To encourage new business, WMC offers staff a 5% finders fee incentive when they get a new group to attend camp or utilizes the ropes course or facilities and drop the staffers name.
- Discounts: Staff are entitled to the Part Time Staff/Volunteer Scholarship discount which allows them to offer a discounted camp rate or cabin rental rate to a friend or family member.
- Lodging and Food: receive on-site meals and lodging if the event on-site is being cooked or catered to or requires an overnight stay
- Free Training: Staff eligible for paid training in First Aid / CPR, Challenge Course Facilitation or Lifeguarding if desired.

White Memorial Camp Management Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, White Memorial Camp complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. White Memorial Camp Management Group, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of White Memorial Camp Management Group, Inc's employees to perform their job duties may result in discipline up to and including discharge

ACKNOWLEDGMENT OF POSITION

By signing below, I acknowledge that I have read and agree to accept this Job Position as written. I also accept that White Memorial Camp may alter job duties and other aspects of the position at any time as needed.

EMPLOYEE SIGNATURE: _____ DATE: _____

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