

# Job Description



**Position Title:** Counselor  
**Department:** Night Operations  
**Reports Directly To:** Counselor Supervisor  
**Reports Indirectly To:** Education Director  
**Directly Supervises:** N/A

**Indirectly Supervises:** N/A  
**Location:** NorthBay  
**FLSA Status:** Non-exempt  
**Grade:** 21  
**Job Code:**  
**Approved Date:** 7/23/2013

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**SUMMARY:** The Counselor's roles and responsibilities are crucial to running the camp. The Counselor is responsible for safety and supervision of the kids attending the camp. He/She must be a strong leader, role model, and mentor for the kids and fellow staff at all times. The counselor is to assist in maintaining a positive, professional and friendly learning environment for the campers, staff and guests. (this is a heavy responsibility for college students- The Counselor should be able to lead and engage in discussions with campers that reinforce the outdoor and night program lessons, so that campers can apply strategies from the outdoors to make the right life choices. By focusing on specific activities throughout the week, campers gain confidence, knowledge, and problem solving skills while having fun and developing meaningful relationships with peers and staff. The counselor continues the NorthBay mission and character development throughout cabin time with their campers, continuing to act as a positive filter, and role model in a small group setting while ensuring the supervision and safety of the campers.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following, other duties may be assigned.

- Counselor's normal hours of work are: Starting Monday evening, Monday to Thursday 6:00 p.m. to 8:30 a.m., with a 7 hour automatic deduction for sleep time in the cabin. After 8:30 a.m., when the kids go to scheduled activities, the counselor is off-duty. On Friday, the counselor works until 10:00 a.m. Counselors must be on-time for scheduled duties.
- Oversee a cabin of 7-10 children between meals, NorthBay Live, cabin time, activity time and being actively and enthusiastically involved in all these activities.
- Your ultimate responsibility is to be with your cabin of kids at assigned times.
- Be responsible for and promote the safety and well being of the cabin and fellow staff members.
- Serving as a constant role model for all NorthBay campers and staff.
- Facilitating discussion with students during cabin time relating to the theme/topic of the day. Creating an environment that the students feel safe in and comfortable sharing in.
- Assisting in first aid situations and/or the implementation of emergency procedures as directed by NorthBay policy.
- Communicating any issues or needs of individual campers or yourself to the appropriate staff member or camp coordinator/director.
- Maintaining organization during breakfast and dinner meals –this includes sitting with your cabin during meals.

- Sitting with the campers during NorthBay live and maintaining control during the show.
- Leading activity time with your cabin.
- Maintaining professional relationships with campers as well as other staff.
- Attending mandatory meetings and training sessions as scheduled.
- Other duties as assigned

As a Counselor, your job is to be a role model and to be someone worthy of imitation. You must be professional, calm, reliable, enthusiastic and project a positive attitude at all times. You must find the balance between representing yourself as an authority figure and also as a friend to the children that visit us each week. A good counselor is the one who cares and is committed to his/her work for the children and also encourages the students to challenge themselves and always has a positive attitude. Counselors are asked to be flexible with scheduling time since programs may run late or the program schedule may be revised.

**QUALIFICATIONS:**

- High Scholl Diploma or equivalent
- Reliable transportation
- Ability to meet scheduled hours

**EDUCATION and/or EXPERIENCE:**

- High Scholl Diploma or equivalent
- Reliable transportation
- Person who has or is pursuing educational or practical background in working with children is preferred

**SUPERVISORY RESPONSIBILITIES:** None

**LANGUAGE SKILLS:**

Strong communication skills required, both verbal and written. Counselors must be able to communicate well in English, additional languages such as Spanish are a plus.

**LICENSES, CERTIFICATES, REGISTRATIONS:** First aid and CPR certification

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to talk or hear in order to communicate with students and respond to student needs. The employee is frequently required to sit. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**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. The noise level in the work environment is usually moderate.

Counselor acknowledges receiving a copy of this job description, including scheduled hours and deductions for sleep time.

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Signature

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Date