

**Wisconsin Lions Camp**  
**A Project of the Wisconsin Lions Foundation, Inc.**

*Job Title*

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Counselor

*Responsible To*

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Camp Director

*Supervises*

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Assigned camper groups

*Summary*

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The purpose of the Counselor is to work with fellow counselors to directly supervise all assigned campers, being available to assist them as they learn and grow while providing a safe, nurturing environment where campers are allowed to develop and reach their fullest potential.

*Required Qualifications*

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1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communicative, and cognitive abilities to perform the essential functions of the position.

*Preferred Qualifications*

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1. Experience in working with children and adults with disabilities.
2. Leadership experience.
3. Two years of college education or experience working in the field of camping.
4. CPR, AED and First Aid certification.
5. Lifeguard certification.
6. Valid Driver's License.

*Essential Functions*

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1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership to a cabin group of 6 to 8 campers per week.
2. Ability to work with people of differing abilities to provide a safe camp experience.
3. Ability to communicate effectively with parents or guardians while learning about campers' needs and discussing any issues that might arise.
4. Stand for extended periods of time as needed.
5. Ability to receive and follow general instructions; plan, lead, and participate in meaningful activities; and assist the camp in meeting camper goals and objectives.
6. Knowledge or willingness to learn effective discipline techniques, behavior management plans, and strategies for working with children with disabilities.
7. Represent the Wisconsin Lions Camp professionally at all times.
8. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

*Specific Responsibilities*

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1. Attend and contribute at all staff meetings and events.
  2. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day.
  3. Make certain that campers, guardians and parents are comfortable and have all questions answered. If there are questions a Counselor cannot answer, they are to direct the question to an administrative staff member.
  4. Live with and supervise a group of 6 to 8 campers and staff. This requires Counselors to be a positive role model for the campers and other staff members.
  5. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  6. Work with administrative staff to manage camper behaviors, use effective discipline techniques and ask for further assistance as needed.
  7. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  8. Encourage the individual camper to participate in all camp activities.
  9. Plan the unit's activities with the other counselors of the unit, soliciting input from everyone in both cabins and trying to find a balance that will interest campers of all abilities and backgrounds.
  10. Lead and prepare specialized activities with other staff.
  11. Assist with all camp activities, working closely with administrative staff as needed.
  12. Be active in assisting and participating in all programs led by program specialists.
  13. Complete weekly progress reports, feedback form, camper awards and other needed paperwork with the assistance of other staff as needed in a timely and professional manner.
  14. Know when to ask for assistance and support fellow staff.
  15. Serve as a lifeguard or lookout as assigned by administrative staff.
  16. Assist in camp emergencies or other situations as directed by administrative staff.
  17. Assist with camp clean-up after each group departs.
  18. Other duties as assigned.
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*Revised 11/16*