

Camp Krem

Job Description

Job Title: Counselor Coordinator

Reports to: Program Directors

Position Purpose: The counselor coordinators are responsible for the supervision of the counselors and campers. They also are responsible for staff assignments and all paperwork pertaining to campers. The coordinators are also the primary evaluators of all counselors.

Essential Job Functions:

- Aid counselors with campers who are exhibiting difficult behaviors.
- Supervise counselors to help them improve their job performance using a variety of techniques.
- Evaluate each counselor's performance at least once and more often if necessary.
- Create camper and counselor assignments.
- Review, edit and send parent letters.
- Consult with staff in matters relating to campers.
- Serve as a resource for counselors in matters relating to their campers.

Other Job Duties:

- Assist with pre-camp training and camp set-up.
- Participate as a member of the programming staff team to deliver and supervise daily and evening programs, special events, and other all-camp activities and camp functions.
- Serve as a resource for program skills and share a specific skill on occasion.
- Carry out administrative assignments as assigned by the Program Directors.
- Assist with programming when needed.
- Actively participate in activities with cabins as regularly as possible.
- Fill in for counselors who are out sick or away on leave.
- Assess needs and coordinate training throughout the summer for counselors.
- Able to communicate and interact effectively with fellow staff members, administrative staff and campers, regardless of ability, race, creed, national origin, sexual identification or gender.
- Assist in the planning of any special events.

Qualifications:

- Must be at least 21 years old, preferably with college experience.
- Should have at least two years of experience at Camp Krem.
- Current first aid and CPR certification, or willingness to obtain.
- Ability to teach and supervise counselors and campers.
- Good character, enthusiasm, sense of humor, and patience.
- Ability to take guidance and supervision.
- Willingness to drive camp vehicles.
- Class B license, or willingness to obtain preferred.

Physical Aspects of the Job:

- Able to lift up to 50 pounds.

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Willingness to live in a camp setting and work irregular hours, delivering program in the environment available.
- Operate with daily exposure to the sun, heat and varying environmental conditions.