



## Camp Fire Central Puget Sound

### *Job Description*

## General Counselor

### Position Summary

General Counselors supervise and take care of 6 to 10 campers. They guide campers to their activities, support campers in their personal growth, and lead campers in living with others in a cabin. Counselors are assigned to work in a home unit (an area of housing) for the summer and typically with one age group. Counselors usually work independently but occasionally will be joined by a co-counselor or teen leader.

### Position Details

<i>Job Title</i>	General Counselor
<i>Department</i>	Camping
<i>Location</i>	Camp Sealth
<i>Reports To</i>	Unit Leader
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/ Temporary</i>	Temporary
<i>Housing</i>	Shared on-site housing
<i>Salary</i>	\$400-\$410 per week

### Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Sealth is a summer camp, outdoor education center, and retreat facility serving around 7,000 people year-round. Summer camp is comprised of eight weeks of overnight camp and six weeks of day camp, serving over 2,000 youth each summer. During the school year, Camp Sealth hosts outdoor education and retreats for school and non-profit groups between September and May; groups and schools may range in size from 10 to 300.

### Commitment to Diversity, Equity & Inclusion

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

### Site Overview

Camp Sealth sits on a 400 acre property that includes over a mile of saltwater beach on Puget Sound, plus evergreen forests, wetlands, and wildlife. It is a rustic camp that has been serving campers for over 100 years.

Camp cabins are basic but comfortable. All are fully enclosed with electricity; some have windows and heat for year-round use and others are unheated with screen windows. Beds are either bunk or stand-alone wood frames with foam mattresses. In most units (areas of housing – divided by age range), bathrooms are in a central shower house, a short walk from the cabin.

### **Essential Job Responsibilities**

- Supervises a group of campers during their stay at camp. This includes living in the cabin with campers and guiding them through all aspects of their day, including:
  - Assisting campers in getting ready for wake-up and bedtime,
  - Sitting with campers at meals,
  - Completing camp chores alongside campers,
  - Participating with and supporting campers in their camp activities.
- Builds strong relationships with campers
- Acts as a leader and positive role model to campers
- Supports campers with their social-emotional needs, such as supporting homesick campers
- Attends to campers' health care needs by monitoring hydration and eating habits, encouraging hygiene, and taking campers to healthcare staff if necessary
- Keeps campers physically safe by enforcing all camp rules
- Collaborates with other counselors and Unit Leader (counselor's supervisor) in creating and leading unit activities
- Participates in unit meetings and camp staff meetings
- Responsible for keeping their cabin clean, and assists in keeping other camp facilities clean

### **Secondary Job Responsibilities**

- Assists where assigned on camper check-in and check-out days
- Has knowledge of and adheres to Camp Sealth policies and procedures
- Adheres to emergency, health and other plans adopted by the camp, assuring first and foremost each camper's and staff member's safety
- Performs other duties as assigned

### **Qualifications and Skills**

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team.

Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

### **Qualifications**

- Experience working with kids
- Knowledge and understanding of youth development

- Current First Aid and CPR certification
- Minimum age 18 years old
- Ability to communicate in English, orally and written

### **Skills**

- Ability to prioritize the needs of campers
- Ability to take initiative and problem solve
- Conflict Resolution
- Open to learning, coaching and feedback
- Flexibility and Adaptability
- Ability to contribute to positive and healthy community living environment

### **Training Provided**

- Supporting campers with social-emotional, behavioral and physical needs
- Needs-based behavior management
- Restorative justice-centered group management
- Relationship building through open communication
- Self-care in the camp environment

### **Physical Requirements**

- Ability to lift and carry 20-25 pounds for 200 yards over hiking trails
- Ability to perform job responsibilities during daylight and nighttime hours
- Repetitive motions of hands/wrists
- Eye-hand coordination and manual dexterity to manipulate equipment
- Walking long distances
- Standing
- Climbing stairs
- Hiking on uneven terrain and up/down hills
- Visual and auditory ability to identify and respond to environmental and other hazards

**Date Updated:** November 2024