

Job Description

Position: Teen Counselor

Reports To: Campus Director/ Teen Lead Counselor

Duties and Responsibilities:

- Responsible for always smiling and keeping an up beat attitude!!
- Responsible for confirming members of group with the teen camper list.
- Responsible for the organization, execution, and supervision of the teen program.
- Responsible for returning all equipment & supplies to their proper location at the completion of an event/activity.
- Responsible for unlocking, locking, and returning keys for various equipment closets, etc when done using them.
- Responsible for those teens, participating in your particular event or activity.
- Responsible for maintaining a professional, neat, and clean appearance at all times.
- Responsible for learning the basic facilities, layout of camp, and the communication system in the event of an emergency. Be familiar with phone locations, first aid stations, information stations, etc.
- Responsible for knowing the rules, procedures and locations of all scheduled activities pertaining to your teen group.
- Responsible for assisting with the execution of Super Duper Blooper games- occasionally participating along with the teens.
- Responsible for making sure that all activity areas and grounds are kept neat, clean and safe, before and after use. (Please notify the Campus Director if any facility, equipment, etc. are a potential hazard or in need of replacement.)
- Responsible for adherence to all rules, regulations and policies of the camp.
- Responsible for being a good listener. Also, be aware if special accommodations need to be made in order to make participation possible or easier for an individual.
- Responsible for other duties that may be assigned from time to time.