



**Girl Scouts of Manitou Council**  
5212 Windward Court Sheboygan, WI 53083  
(920) 565-4575

---

**Summer Camp Staff Job Description:  
Counselor**

---

**Purpose:** Coordinate, plan, teach and implement creative, enjoyable and challenging camp activities for campers.

**Responsible To:** Unit coordinator

**Principal Duties:**

- Counselors are the primary care giver for each camper. You will be responsible for a group of 15-30 girls on a daily basis, ensuring their safety and health and managing their behavior.
- Be alert to campers' and staff needs and assist them with personal and/or health problems, and discuss with the health supervisor and/or director of camp and program when appropriate.
- Ensure that campers receive their medications as directed by health supervisor.
- Be responsible for leading fun and meaningful activities to campers; model constructive and enthusiastic participation in these activities.
- Actively participate in all program areas as assigned and assist in program areas such as waterfront, nature, all camp activities, arts and crafts, and other areas as directed.
- Organize and teach counselor in trainings aspects of camp necessary to effectively work in all capacities of camp.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Ensure campers are properly supervised at all times. Counselors stay in cabins or platform tents in units, which are adequately close to where the girls' cabins or platform tents are.
- Assist in maintaining the care of camp supplies and equipment, filling out maintenance request cards for property manager of any maintenance issues.
- Be responsible for the cleanliness of the living unit throughout the week; including but not limited to the bathroom, restocking of necessary supplies, garbage/recycling, and campfire bowl.
- Ensure the distribution and collection of camper mail and email on a timely and daily basis; assisting campers with their mail when necessary.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Assist in the opening, closing, and end of session procedures of the camp.
- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision and activities for campers.
- Participate in lifeguard training and complete all certification requirements, as able.

- Help with pool, lake, archery, and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats and other duties as necessary.
- Complete other duties as assigned by the director of camp and program, assistant camp director or unit coordinator.

#### **Qualifications:**

- Must be female.
- Minimum age: 18 years old.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Become a registered member of Girl Scouts of the U.S.A. and pay membership dues.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Ability to work with and understand the developmental needs of youth of all ages levels.
- Have a genuine liking, interest, and experience with working with children.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in camp program areas.
- Camp experience and/or leadership experience preferred.
- Display enthusiasm, flexibility, objectivity, and maturity of judgment.
- Ability to manage time effectively and handle several situations or projects at the same time.
- Ability to place needs of girls and camp above personal desires.
- Ability to work in a camp setting and appreciate the outdoors.
- Archery Instructor preferred.
- Certified lifeguard preferred.

#### **Essential Functions of Job:**

- Ability to observe camper & staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses or injury.
- Must possess strength and endurance required to maintain constant supervision of campers.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun, heat, and other weather conditions, animals and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Ability to set up, take down, operate camp program equipment, and lift 50 pounds.