

## Counselor

### Position Summary

Counselors are leaders of the Friends Academy Summer Program staff. They supervise children, run activities, and facilitate camp operations. Hired for specific weeks between June 12 and August 4, Counselors are required to be in-person at our North Dartmouth campus by 7:45 am on Mondays, and by 8:30 am through the remainder of the days of the week. Hours will vary, while most Counselors finish work at 3:30 pm daily.

### Reports to

Counselors report to the Camp Director as their supervisor. On a daily basis, they will be assigned to a group or activity. Some will be assigned a team of one or more younger staff for assistance. Counselors are expected to communicate with their team and delegate tasks as needed.

### Essential Functions

- Supervise and care for all Friends Academy campers
- As needed, manage a team to implement daily activities with campers
- Encourage camper participation in all activities and trips
- Manage behavior of campers in all assigned groups and activities
- Responsible for safety of campers in all assigned groups and activities
- Resolve conflicts between campers according to Friends Academy policies and values
- Act as a role model for campers and other camp employees
- Attend all mandatory trainings (June 10 and 12) and retain documentation provided
- Complete mandatory online trainings
- Respect yourself, campers, peers, and supervisors
- Meet with Camp Director for supervision as required
- Communicate proactively with Camp Director about any scheduling limitations
- (Week 8 only) Attend and facilitate camp overnight activities as assigned
- Other duties as assigned

### Qualifications

- Must be able to acquire and demonstrate professionalism and appropriate work behavior, including regular attendance, focus on job tasks, and ability to follow directions
- Must have strong behavior management skills and preferably youth-work experience
- Must have strong communication and teamwork skills
- Must adapt to a variety of work environments, activities, and expectations

### Applying

Interested applicants should send a cover letter, resume, and contact information for three references to [Peter Roby](#).

### Employee Review

# Friends Academy Summer Program

2023

This job description was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

*Print name*

*Date*