

ACTIVITY COUNSELOR

Qualifications:

1. Minimum age 18 by the first day of staff training.
2. High school graduate or equivalent (GED).
3. Interest in Diabetes Mellitus.
4. Good moral character.
5. Ability to relate well with children, young people, and adults.
6. Skilled in oral and written communication.

Accountable to: Camp Administrative Director

Responsibilities:

1. Provide leadership and guidance for a group of campers while under his/her supervision.
2. Teach safety precautions, the proper use of equipment, and give guidance in developing skills.
3. Enforce written rules of safety relating to his/her activity.
4. Procure the necessary equipment and supplies for carrying out the activity.
5. Set up appropriate equipment and/ or facilities at the opening of camp.
6. Store equipment and supplies appropriately when not in use.
7. Maintain equipment and supplies in good working order.
8. Inventory all the equipment and supplies at the end of camp.
9. Provide a list of equipment and supplies needed for the next camping session at the close of camp.
10. Provide emergency treatment of insulin reactions and minor injuries in the absence of a medical staff member.
11. Maintain communications with the Camp Administrative Director, Medical Director and Dietary supervisor for reporting special problems, minor injuries, insulin reactions, and general progress of campers.
12. When needed, provide evaluations on individual campers.
13. Supervise the performance of CITs assigned to his/her ability.
14. Attend and participate in staff meetings.
15. When more than one counselor is involved in directing a particular activity, act as either the director of that activity or an assistant as assigned by the Camp Administrative Director.
16. Provide cabin coverage for cabin counselors when requested by Camp Administrative Director or Program Director.
17. Directly supervise campers.
18. Follow purchasing policy when making purchases for camp.
19. Carry out other duties as assigned by the Camp Administrative Director or Program Director.