

**Position Title:** Assistant Counselor

**Responsible To:** Village Leader/Section Head (and Director/Asst. Director)

**Minimum Qualifications:**

- High School junior or equivalent. At least 17 years of age.
- Desire and ability to learn and work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to clearly ask for assistance and support
- Teaching proficiency in one or more camp skill areas: tennis, archery, swim instruction, water-skiing, sailing athletics, photography, rifle, canoeing, hiking, windsurfing, horseback, etc.
- Good moral character, integrity, emotional maturity and adaptability
- Enthusiasm, sense of humor, patience and self-control
- Previous North Woods Camp or Pleasant Valley Camp experience preferred
- Belief in camper-camp-self

**Camp Goals:**

It is the counselor-to-camper relationship, the example set, the interest shown, and constant concern for the camper's welfare and happiness that make a camp what it should be for our campers. The goal of Assistant Counselors is to make positive, memorable programs for our youth, while also learning from experienced staff on best counselor practices.

**General Responsibility:**

To identify and meet camper needs and carry out camp programs. Assist the Head Counselor(s) with supervision and guidance of the cabin. Function as the primary counselor in the absence of the Head Counselor(s). These responsibilities include supervision, leadership, and guidance to a group of 8-10 campers of similar age in a cabin, living in a cabin with campers and assisting or instructing in one or more activity areas each day.

**Specific Responsibilities:**

- Prepare for and actively participate in staff training, meetings and supervisory conferences
- Carry out established roles for supervising camper health and enforcing camp safety regulations
- Communicate appropriately and often with co-counselors and executive staff on camper behavior activity progression and personal concerns.
- Follow camp rules and regulations pertaining to smoking/vaping, use of alcoholic beverages and/or drugs
- Manage personal time off in accordance with camp policy
- Maintain good public relations with campers' parents

- Supervise all assigned aspects of the campers' day including line-up, cabin clean-up, meal times, rest hour, evening activities, D.I.V.E., getting ready for bed and duties assigned after hours
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up, sportsmanship and table manners
- Develop cabin/section activity lesson plans with participants as appropriate
- Assist in teaching or leading an activities daily
- Recognize and respond to opportunities for problem solving in the group
- Develop opportunities for healthy and positive interactions between campers and staff
- Provide opportunities for the group so that each individual experiences success during camp
- Provide opportunities for discussion of individual or group problems or concerns
- Help each participant meet the goals established by the camp for camper development
- Other responsibilities as assigned