

CANOE ISLAND FRENCH CAMP

JOB DESCRIPTION: COUNSELOR

Objective: To be responsible for the health, safety, and general welfare of campers while being an appropriate role model for boys and girls, ages 7-17 and pursuing the camp's general goals of learning about oneself through study of the language, culture and history of France and the natural and cultural history of the world around us.

Authority: Counselors have the authority to carry out their assigned work within the established framework of policies, plans, and procedures. Counselors are accountable to the Camp Directors through the Program Director, Nurse, and Head Cook.

Specific Duties:

1. Wake up campers and get them to flag, meals, and activities on time, with their hands washed before handling food or food service equipment
2. Perform all duties associated with "tipi du jour" designation
3. Be timely to meals, French class, and activities; supervise and model appropriate behavior and language in all instances
4. Participate enthusiastically at all times when on duty
5. Use personal and rest time appropriately, within guidelines established by the camp's personnel policies, staff manual, and pre-camp materials
6. Carry out established roles and responsibilities for supervising camper health
7. Carry out established roles and responsibilities for supervising camper safety, including emergency procedures outlined in staff manual
8. Actively promote all positive aspects of cultural exchange, specifically emphasizing (but not limited to) French language and culture; French language should be taught at every appropriate opportunity and activity throughout the day
9. Teach French classes daily; participate in language instruction at all meals
10. Organize evening activities, special and/or thematic events, to include opportunities for campers of varying abilities and interests to experience a positive sense of personal success
11. Supervise campers at bedtime, including bathroom and tipi supervision between evening activity and "lights out".
12. Encourage respect for personal property and camp equipment
13. Participate in regular staff meetings; read posted meeting notes if absent
14. Complete necessary forms and reports as needed, including camper reports, letters to parents, accident/incident reports, inventories, and department notebooks
15. Participate in camp set-up and closing, if requested
16. Assist as needed with any camp related activities and duties

Essential Functions:

1. ability to use good judgment in all situations
2. ability to effectively communicate orally and in writing with campers, fellow staff, parents, public
3. ability to visually observe and assess camper behavior with regard to its appropriateness in view of safety, health (physical, mental) and its effect on others

4. ability to physically respond quickly and effectively to environmental and other hazards, per camp policies/procedures and the guidelines of appropriate certifications held
5. possess strength/endurance required to maintain constant supervision of campers
6. ability to work with people from a variety of backgrounds
7. ability to accept supervision and guidance
8. Ability to speak French and English

Minimum qualifications:

1. must be 18 or older with one year of university completed
2. possess documented experience working with children
3. possess ability to teach French language classes
4. possess or obtain documentation of ability to work legally in the U.S.
5. possess or obtain any certifications relevant to and necessary for activities to be instructed, per ACA standards