

**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 children ages 9-16 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 Executive Directors through the Program Director and Medical Professional.

**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 "ville du jour" designation.
3. Be timely to meals, French class, and activities; supervise and model appropriate behavior and language in all instances.
4. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with campers, parents, co-workers and supervisors.
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 and during staff training.
8. Actively promote all positive aspects of cultural exchange, specifically emphasizing (but not limited to) French language and culture; Counselors will speak French to campers and fellow French-speaking staff (except when off duty), resorting to English only as necessary.
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 tent 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, and activity notebooks.
15. Assist as needed with any camp-related activities and duties.
16. Foster a community of kindness and respect amongst fellow counselors, other staff, and campers.

**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, and the public

3. ability to visually observe and assess camper behavior day and night with regard to its appropriateness in view of safety, health (physical, mental) and its effect on others
4. physical ability to maintain constant supervision of campers and to respond quickly and effectively to environmental and other hazards, including the ability to swim and to run at least 1 mile over rough terrain
5. ability to work with people from a variety of backgrounds
6. ability to accept supervision and guidance
7. ability to speak French and English
8. ability to carry 45 pounds with both arms/hands

**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 to work legally in the U.S.
5. possess or obtain any certifications necessary for activities to be instructed, per ACA standards