

Camp Ho Mita Koda, Summer 2010

Camp Counselor / Secretary

Job Summary: The Camp Counselors/Secretary is a combined position that assumes responsibilities for the direct supervision of campers during some aspects of the camp program and assistance with camp office management. The Camp Counselor/ Secretary works under the direction of the Camp Director. The Camp/Counselor/ Secretary will generally be assigned to Camp Office duties from 9:00 AM to 5:00 PM. In addition, the Camp Counselor/Secretary will work in collaboration with the Head Counselor, Program Specialists, other Counselors, and Counselors in Training when serving in the counselor role to provide general supervision of campers, throughout all aspects of the camp program. Supervision may include, but is not limited to, morning wake up, all meals, camp programs and activities, bedtime routines and overnight supervision. The Camp Counselor/Secretary is required to live on-site in a camper cabin, attend pre-camp staff orientation, and be available for the entire length of the Camp program.

Camp Ho Mita Koda is a residential summer camp for children ages 6-15 who have Type 1 diabetes. Campers attend age-grouped sessions, with up to 64 campers per session. It is located on 72 wooded acres in Newbury, Ohio (Geauga County), just 25 miles east of Cleveland. Having diabetes is not a required prerequisite for working at Camp Ho Mita Koda. Staff training and orientation will be held prior to camp and will include diabetes education. A residential, licensed medical staff is part of the Camp program. The Camp Counselor/Secretary is not responsible for the medical management of campers' diabetes.

Camp Schedule: Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Mini Camp (June 26), Session 2 (June 27-July 8), Session 3 (July 11 -July 22), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). Staff is not permitted to take time off while camp is in session to attend summer school classes, exams, vacation, or other personal commitments. Time off is given between sessions.

Required Qualifications:

General

- High school graduate and at least 18 years of age.
- Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: reference checks, state and FBI background screening including fingerprint checks, and sex-offender registry check.

Required Certification & Training:

- Must attend and participate in Camp's all-staff orientation. Must attend and participate in staff meetings and any scheduled education or skills sessions throughout the summer season.

Essential Functions, Knowledge, Skills and Abilities: The Camp Counselor/Secretary must be able to perform all the essential functions required of a counselor and secretary and be able to demonstrate the following essential knowledge, skills and abilities:

- Attend and participate in Staff Orientation week, Open House, special camp events and programs, and all daily camp activities such as flag raising and lowering, meals, assemblies and evening activities.
- In collaboration with the Camp Director and Camp Manager, provide oversight of camper check-in and check-out procedures, including collecting and organizing camper paperwork, distributing camper t-shirts, organizing activity sign-ups, and greeting families. Prepare check-out packets in collaboration with the Dispensary.
- Responsible for serving as a positive role model for campers, including attitude, punctuality, diabetes control, table manners, treating others with respect, sportsmanship, etc.
- Establish and maintain effective working relationships with other camp employees and volunteers. Display a positive, responsible, courteous and friendly manner at all times and is willing to work as part of a team to ensure that all campers' needs are met in a fair and appropriate way.

- Provide assistance, if assigned, during activity periods by ensuring that campers are at their scheduled activities, assist with attendance, assist with group management, provide assistance and support to the activity instructor.
- Assist in other areas of the Camp program, as assigned, by providing direct support and supervision of campers during meal times, evening programs, wake-up and bedtime routines, and overnight supervision. Overnight supervision will require the Camp Counselor/Secretary to sleep overnight in a camper cabin with at least one other adult staff member and up to 8 campers.
- Actively and enthusiastically participate in all camp activities with campers.
- Report to work stations at scheduled times.
- Communicate with medical team regarding signs and symptoms of high/low blood sugars.
- Ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action.
- Ability to abide by, support and enforce Camp rules and regulations to prevent injuries and accidents. Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health. Camp Counselors must apply appropriate behavior management techniques with campers when necessary
- Ability to abide by, support and enforce administrative decisions by Camp administration and medical staff.
- Possess strength, patience, flexibility and endurance required to maintain consistent supervision of campers for 3-day, 5-day and 12-day resident camping experience.
- Desire and ability to work with children with diabetes.
- Recognize and respond to opportunities for problem solving in the group. Monitor camper behavior and recognize and respond to opportunities for problem solving.
- Ability to accept supervision and guidance.
- Perform work in an efficient, effective, safe and timely manner.
- Ability to adapt to new situations and group living.
- Communicate clearly and concisely in English, verbally and in writing and understand and follow written and oral instructions and procedures.
- Focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Assist Camp Director with daily camp office business. This will include answering the camp telephone, taking and delivering accurate phone messages, filing, photocopying, managing camper activity schedules, and oversight of camp visitor policies.
- Establish, record and maintain accurate electronic records of camper activities, camper attendance, staff attendance and camp office purchases. Meet submission deadlines for all records.
- Sort the camp mail daily and deliver to camper cabins. Take out outgoing mail.
- Proficient in MS Word and Excel.
- Serve as the camp store clerk during designated hours. Assist with organization of items, manage inventory, and write receipts for purchases. Pack and inventory camp store and camp office at the end beginning and end of the season.
- Answer phones and take accurate messages. Deliver messages efficiently.
- Coordinate all work coming into the office (photocopying, equipment requests, purchases to be made).
- Bring large photocopy projects (i.e. camp newspaper) to the Diabetes Association for photocopying.
- Manage the Camp lost and found bin.
- Assist Camp Director with dissemination and collection of camper surveys at the end of each camp session.
- Assist Camp Director with organization and oversight of special events, including but not limited to Mini Camp and Open House.
- Other duties as assigned

Working Conditions and Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job:

- Camp Ho Mita Koda is a residential summer camp with building and program sites located throughout a 72 acre wooded campus. Terrain is hilly in some areas and program areas are accessible by gravel or unpaved paths. The majority of the Camp program is designed as a physically active, primarily outdoor program.
- The Camp Counselor/ Secretary resides at Camp and sleeps overnight in a camper cabin. The Camp Counselor/ Secretary will work a variety of hours, including early mornings and evenings. Wake up is at 7:00 AM and lights out is at 10:00 PM. The Camp Counselor/ Secretary receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- Must be in good physical condition to actively participate in camper activities and assist campers in an emergency situation (fire, evacuation, illness or injury) and possess the strength and endurance required to maintain constant supervision of campers for prolonged periods of time. The Camp Counselor/ Secretary will be exposed to outdoor weather conditions, including extreme heat and/or cold, and will have exposure to wet and/or humid conditions.
- While performing the duties of this job, the Camp Counselor/ Secretary is required to sit, stand, walk, and talk and hear. He/she is required to climb or balance, reach with arms and hands, and use hands to use objects, tools and program equipment. Due to the nature of camp activities, the full ranges of physical movements are required in this position, including walking, jumping, lifting, stooping, stretching and climbing.
- The employee is exposed to potential hazards including toxic or caustic chemicals.
- Physical demands may involve lifting and moving equipment. The Camp Counselor/ Secretary must be able to exert up to up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
- Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, must be good enough to see and hear children and adults in life and/or health safety endangering situations. Vision and hearing are required to identify and respond to environmental and other hazards related to an activity, and in daily activities and programs.
- The Camp Counselor/ Secretary must be able to read and record information such as blood glucose results, menus, meeting minutes, daily schedules, telephone messages, store accounts and receipts, camper activity schedules and lists, staff attendance records, copy machine instructions, and equipment and policy manuals.

Performance Evaluation:

The Camp Counselor/ Secretary will be formally evaluated at mid-point and end of summer by the Camp Director and Head Counselor. Informal evaluations such as daily observations, spot checks, feedback from other camp staff and camp parents may occur throughout the summer. Key components of evaluation include: Quality of Work, Working Relationships and Interpersonal Skills, Judgment and Problem Solving, Initiative and Communication.

Benefits

- \$200.00 base pay per week for new Counselor/Secretary (individual who was not employed at Camp HMK previously)
- Returning Camp Ho Mita Koda Counselors are eligible for pay adjustments in the amount of \$20 extra per week. This pay adjustment is added to the base rate, per week pay they received in 2009.
- A Counselor/Secretary age 21 years and older, is eligible for an additional \$20 per week.
- Returning Counselors (Counselors employed at Camp in 2009) that successfully complete the summer commitment, are eligible for a \$100 bonus.
- The Camp Counselor/ Secretary receives one week of paid orientation and training prior to start of first residence camp session.
- The Camp Counselor/ Secretary position is temporary, and does not include health insurance.

- The Camp Counselor/ Secretary receives free meals and snacks (staff have same menu as campers) during residence camp sessions.
- The Camp Counselor/ Secretary receives break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- A great opportunity for leadership, knowledge about diabetes, new friends, great memories, and a summer of fun spent outdoors in a beautiful setting!