



Program Counselor



Job Description

- Duration:** Seasonal (Orientation/Training through Clean-Up: See Staff Calendar for dates)
- Compensation:** \$2,000 - \$3,500 based on skills & experience. Includes room, board, & laundry.
- Reports to:** Program Coordinator.
- Quick Summary:** Primary responsibilities include the planning, oversight and delivery of activities in a specific program area. Ordering and management of supplies and materials. Secondary responsibilities include assigned cabin group coverage, as well as, management of mixed age group on special activity days. Fulfill sub-schedule coverage on daily/weekly basis. Other tasks as assigned by the Directors.

OVERVIEW:

Program Counselors drive the Hawkeye Program and deliver the primary elements of the regular and specialty programming on a daily basis. The individual who fills this role is responsible to the Program Coordinator and will meet with them on a scheduled basis to track and manage personal and professional goals as well as program area management and activity delivery. Program counselors focus on a particular activity area in camp and are the go-to managers of the physical space. They should be a happy and energetic individual who enjoys working with kids. This position requires repeated and consistent independent work. It calls for a high level of creativity & organization. Every Program Counselor is a seasonal employee. Responsibilities demand a high level of energy and commitment to the Camp Hawkeye mission.

Each Program Counselor is hired to run a specific Program Area. These include Adventure Course, Archery, Arts & Crafts, Athletics, Bugs & Dirt, Drama, Swimming, Woodworking and more. The Program Counselor remains at their assigned Program Area throughout the day as bunks rotate through activities. They plan, organize, lead, and follow up on activities within that Area. These activities are non-gender specific and are directed at the entire range of age groups served, 7-17. Expect to deliver twenty hours of programming each week; 4-5 hours per day 4-5 days per week.

As the go-to for all things related to the Program Area the Program Counselor can be seen as the “Camp Director” of the activity. The Program Counselor ensures that campers’ needs are met. Happiness, growth, and achievement are targets for all participants. This includes the creation and support of unforgettable positive experiences, progressive programming, and relationship building. The Program Counselor is responsible for the development and tracking of group and individual progress over the course of each session.

Each day Program Counselors lead activities and participate in all other areas of camp; managing a table at meals, covering sub-schedule responsibilities, evening Community Activities, Special Activities and on out-of-camp trips. Expect to participate in up to four trips during the summer.

Program Counselor’s will also assist in the care and management of a specific cabin group. Program Counselors live separately from the campers in staff housing in each cabin area. During the times in which this individual is assisting or leading with the cabin group they must be punctual and consistent in their leadership of and expectations for this group as first presented by the Cabin Counselor.



RESPONSIBILITIES:

The Program Counselor is responsible for all aspects of their assigned program area. This individual oversees and manages all site and materials, planning and visioning, oversight and presentation, and follow up of all activities. This includes, but may not be limited to, the following:

- Instruction on terminology, safety expectations and precautions associated with the area
- Provide campers with a positive learning environment that fosters friendship building
- Recognize and meet individual and group developmental needs
- Daily informal check-ins with each cabin counselor participating in the area
- Manage the behavioral needs of individual campers and the group as a whole
- Deliver fun, appropriate and skills based daily activities for cabin group: approx. 12 hrs/week
- Deliver fun, appropriate and skills based daily activities for mixed groups: approx. 8 hrs/week
- Adjust & adapt activities to meet age, ability, and other modified needs and interests
- Ensure cleanliness and good repair of the Program Area space:
 - Supplies/Materials
 - Report repair needs & follow up
 - Enhance safety rules as needed
- Design progressive, stimulating activities relevant to specific groups
- Account and take responsibility for individual needs in any assigned group you are given
- Regularly check and repair equipment. Maintain up to date & accurate inventory lists
- Enforce Health and Safety regulations in Program Area
- Special Activity Group – act as the “cabin” counselor for the group co-managing program, group and individual needs
- Improve and build camper’s understanding of Camp’s mission
- Provide opportunities within the Program Area for older campers and CiT’s to have increased responsibilities and take on leadership roles within group

REQUIRED CERTIFICATIONS:

- None unless specified for particular specialty area – Archery, Swimming, etc.

RECOMMENDED SKILLS/ABILITIES:

- Love of working with kids
- Excellent Role Model
- Creativity and being innovative
- Commitment to the Hawkeye mission
- Strong verbal communication skills
- Strong organizational skills
- Willingness to Learn
- Positive thinker that can maintain that positive attitude throughout times of stress
- Flexibility and Adaptability *
- Able to delegate as needed or ask for help from peers
- Recognition and acceptance of different learning styles
- Desire to make a difference and a commitment to diversity