

**PENNSYLVANIA LIONS BEACON LODGE CAMP
JOB DESCRIPTION**

- JOB DESCRIPTION:** **GENERAL COUNSELOR**
- HOURS:** On-call 24 hours per day for each 6 day session with between session leave time from Thursday @4:00pm to Saturday @9:00am, and each 11 day session with between session leave time from Wednesday @ 4:00pm to Saturday @ 9:00am.
- BENEFITS:** Salary, Room and Board, Social Security, Unemployment Compensation and Workmen's compensation.
- IMMEDIATE SUPERVISOR:** Unit Director in consultation with Camp Coordinator
- SPECIAL SKILLS:** Must be able to work with people of all ages and personality types. Some group participation experience with the Scouts, YMCA/YWCA, a community center, school team or club. Love for children and the ability to feel comfortable with them, as well as adults. Strong sense of responsibility is key. Initiative, resourcefulness, adaptability and a sense of humor.
- ENVIRONMENT:** Clean and comfortable surroundings. Counselors will room along with campers for the duration of the summer.
- GENERAL DUTIES AND RULES:**
- A. RELATIVE TO CAMP PROCEDURE:**
1. Attend scheduled orientation and debriefing staff meetings.
 2. Be responsible for keeping of own personal living space clean and orderly.
 3. Assist campers to Canteen when assigned.
 4. Report to dining room promptly for meals.
 5. Remain in dining room for announcements following each meal.
 6. Report to activity assembly area promptly.
 7. Be prepared to start your activity on time. This includes advance preparation of materials and/or equipment.
 8. Do not leave activity area where assigned regardless of the number of campers who show up, any necessary changes will be made by the Unit Director.
 9. Delegate responsibilities to other counselors during activities when acting as the "counselor in charge."

10. Assist campers to and from activity area.
11. Counselors will be assigned "Officer of the Day" on a rotating basis. This duty involves periodic checks of camp facilities and equipment.

B. RELATIVE TO CAMPERS:

1. Supervise and/or assist campers in personal daily care. This includes brushing teeth, bathing/showering, toileting, feeding, etc., if needed.
2. Be responsible for campers during activity periods.
3. Assist campers in card and letter writing, as well as helping read their personal mail, IF THEY DESIRE.
4. Assist campers to the infirmary for routine medication, sick call, first aid needs and/or any other type of medical attention.
5. Supervise unpacking and packing of camper's personal belongings (i.e. luggage, clothes, etc.). Everything should be tagged and the counselor should see that articles do not become "lost" when the camper leaves. In the event articles are left behind, IT IS THE COUNSELORS RESPONSIBILITY TO SEE THAT THE CAMPERS BELONGINGS ARE RETURNED TO THEM BY MAIL IMMEDIATELY!!!
6. Be ready and willing to aid and assist campers at ALL TIMES. Above all, adopt the philosophy, "THE CAMPER COMES FIRST!"

Between time of arrival in camp and opening day, all counselors are subject to call for special assignments. Throughout the camping season, you may be called upon to do various jobs, which may not be covered by this job description, but will result in a better over-all camp program. In general the position of camp counselor at Beacon Lodge is not a job for one looking for a vacation; but if interested in summer employment and if the applicant is willing to fulfill the obligations, the experience will prove to be rewarding and educational for both the counselor and the camper.

THE PERSONNEL POLICIES AND PRACTICES AND CAMP RULES OF THE PENNSYLVANIA LIONS BEACON LODGE CAMP ARE CONSIDERED A PART OF THIS JOB DESCRIPTION.