



Counselor Application Packet

Job Description

Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for teaching, coordinating, carrying out activities, and guiding campers in their personal growth and daily living skills.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers both in their cabin and during daily camp activities.
 - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - ♦ Assure campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - ♦ Responsible for leading and assisting with the teaching of activities.
 - ♦ Actively participate in all program areas as assigned.
 - ♦ Provide for the progression of activities within the framework of individual and group interests and abilities.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - ♦ Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - ♦ Ensure that campers receive their medications as directed by health care manager.
 - ♦ Be alert to campers needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
 - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Set a good example to campers and others in regards to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise all-camp activities and camp functions.
- ♦ Be flexible and open to assisting any member of the Camp Longleaf team when necessary to ensure a successful camp experience for campers (this may include assisting in the dining hall/kitchen for some meals).

Relationships:

Counselors generally have regular relationships with all other counselors, program specialists (Biophilia Team), kitchen staff, and maintenance staff.

Equipment Used:

Counselors may be asked to use fire protection equipment, washers and dryers, and specialty program equipment. Some may be asked to drive electric golf cars around camp.

Qualifications: (Minimum Education and Experience)

- ♦ Must be at least 18 years of age or rising senior in high school
- ♦ Must be able to obtain or become certified in First Aid/CPR (offered at training)
- ♦ Ability to interact with all age levels.

Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrate general outdoor knowledge and skills required for program areas.

Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- ♦ Visual and auditory ability to teach an activity and respond to environmental and other hazards related to the activity
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- ♦ Endurance for activities requiring prolonged standing, walking long distances, hiking, stretching, and potentially lifting up to 50 lbs
- ♦ Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to the sun, heat, and animals such as bugs, snakes, etc.

Important Dates

- Mandatory Counselor Training will take place **June 4th-6th** immediately prior to our first camp session
- The **2020** camp season will include 5 sessions – counselors must be available for all 5
 - **June 7th-12th**
 - **June 14th-19st**
 - **June 28th-July 3rd**
 - **July 5th-July 10th**
 - **July 12th-July 17th**
- A Father and Son Retreat, June 20th-June 22nd, will take place between the 2nd and 3rd camp sessions.
- Counselors should plan on staying at Camp Longleaf the night of July 17th to assist in camp take down/clean up on July 18th.

Camp Longleaf
Counselor Application

Full Name _____ Date of Birth _____

Phone _____ E-mail _____

Address: Street _____

City _____ State _____ Zip _____

1. Will you have completed a minimum of junior year of high school by June 1st, 2020? Yes or No

2. Are you available from **June 4th-July 18th** of **2020**? Yes or No (If no, please explain)

3. Can you perform the essential functions of the counselor position listed under the job description?

Yes or No (If no, please explain) _____

4. What assets will you positively contribute to the Camp Longleaf team? _____

5. Describe any experience working with children and how it will assist you in the position of CLL

Counselor. (Note that lack of experience will not automatically disqualify you from the counselor

position) _____

6. Why do you want to be a Camp Longleaf counselor this summer? _____

7. The Biophilia Center has a strong history of educating our local students and visitors about the importance of biodiversity, to encourage conservation. We want to bring that same passion to our summer camps. Why is this goal important to you? _____

References

Please list names and contact information for three non-family references. One of your three references must be a **teacher or professor** that will complete a provided recommendation form due by **March 31st, 2020**.

1. Name _____ Phone _____

2. Name _____ Phone _____

3. Teacher/Professor Name _____

Teacher/Professor E-mail _____

Please send your completed application and any questions to campinfo@eowilsoncenter.org by **March 1st, 2020** to be considered in the first round of hiring. If necessary, the application process will continue on a rolling basis until all positions are filled, but there is no guarantee that positions will still be available.

Once we have received your completed application and teacher recommendation form, you will be assigned an interview time during the month of March. You should let us know immediately if you have an issue with your assigned interview time.

Interviews will take place at the **E.O. Wilson Biophilia Center** at 4956 State Highway 20 East Freeport, FL 32439.