



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 always properly supervised.
 - 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 regarding 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 have a professional relationship 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 30th – July 3rd immediately prior to our first camp session. Counselors arriving evening of June 29th or early morning June 30th.
- The 2021 camp season will include 3 sessions – counselors must be available for all 3
 - July 4th – July 9th
 - July 11th – July 16th
 - July 18th – July 23rd
- Counselors should plan on staying at Camp Longleaf the full day of July 23rd to assist in camp take down/clean up.



Counselor Application

Female applicants must be 18 years old or older in the year 2021. Counselor application must be completed in blue or black ink or typed.

Please send your completed application (pages 4 – 6) plus any questions about camp to campinfo@eowilsoncenter.org.

Full Name _____

Age _____ Date of Birth _____

Phone _____

E-mail _____

Address: Street _____

City _____ State _____ Zip _____

Grade in School _____

T-shirt Size _____

Years as a camper (if any) _____

Name of Camp(s) attended _____

Please check any certifications below that you hold:

____ CPR ____ First Aid ____ Lifeguard ____ Other _____

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

2. Are you available from June 30th – July 23rd of 2021?

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. List three of your strongest qualities and why they make you a good candidate to be a counselor and part of the CLL team.

5. Describe any experience working with children and how it will assist you in the position of a CLL Counselor. (Note that lack of experience will not automatically disqualify you from the counselor position)

6. 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. What is your favorite thing about nature and why is this goal important to you?

7. List any other unique skill(s) or information you would like the CLL staff to know. (Optional)

References

Please list names and contact information for three non-family references.

1. Name _____ Phone _____
Email _____

2. Name _____ Phone _____
Email _____

3. Name _____ Phone _____
Email _____

Counselor selections begin in the month of **April**. The application process will continue a rolling basis until all positions are filled, but there is no guarantee that positions will still be available the longer you wait to apply. The earlier the better.

Once we have received your completed application, you will be assigned an interview time. 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**. Other arrangements can be made if necessary.