



Camp Encore/Coda
Bunk Counselor Job Description

Desired Qualifications

- Desire and ability to work with children
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to teach or assist teach an activity or activities
- Ability to work efficiently while juggling multiple tasks at once
- Good character, integrity, flexibility, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- High School graduate or equivalent

Responsible to

- Head counselor
- Camp directors

General Responsibilities

- To live in a cabin with campers, acting as their primary role model and daily caretaker
- To be primarily concerned with the health, safety and general welfare of the campers

Specific Responsibilities

- To live in a cabin with 4 to 12 campers
- To learn the likes/dislikes of each camper
- Recognize and respond to opportunities for problem solving in the group
- Provide opportunities for the group so that each individual experiences success during Camp
- Provide opportunities for discussion of individual or group problems or concerns.
- Encourage respect for personal property, camp equipment, and facilities
- To supervise the campers with their daily hygiene: make sure they are showering, changing their clothes, brushing their teeth, etc.
- To make sure campers' dirty clothes are sent to the laundry each week and that their sheets and clothes are changed on a regular basis

- To make sure the campers are appropriately dressed for the weather and activities of the day
- To supervise the daily clean up of the cabin
- To eat meals with the campers, make sure they are at each meal, and make sure they are eating properly
- To inform the head counselor, nurse and/or directors of any concerns regarding the campers in their bunk
- To assist the head counselors with the implementation of the 4 special events days
- To attend all concerts, with the cabin group, and insure proper concert etiquette at the concert
- To attend and chaperone weekly dances
- To assist on 4 trip days based on the schedule set by the trip leader
- To attend the weekly cookout and campfire and assist the head counselors
- To remain in the cabin on alternating evenings and on evenings when all counselors are in the cabin
- To assist and/or lead all camp wide activities
- To set a fine example for the campers behavior based on one's personal behavior
- To have on average 5 hours per day of scheduled teaching or administrative work on regular class days.
- Roving
- Supervised Practice and Rest Hour as needed
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

Essential Functions

- Ability to communicate and work with groups participating and provide necessary instruction to campers
- Ability to observe camper behavior, assess appropriateness of camper behavior, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Have the energy, maturity, sound mind to work in a demanding job with children and young adults

- Ability to assist campers in emergency (fire, evacuation, illness, or injury); observe loading and unloading of buses and vans; and possess strength and endurance required to maintain constant supervision of campers
- The physical stamina to function in a rural summer camp setting for the term of employment.

