

CAMP GALILEE JOB DESCRIPTIONS
SUMMER CAMP STAFF POSITIONS

General Information

1. All staff members – resident staff, counselors, program directors, registrar, executive director, resident chaplain, volunteer chaplains, camp nurse work as a team in:

- planning and implementing camp program
- insuring the health and safety of all campers and fellow staff

2. General Qualifications. All staff members should:

- enjoy working with people
- be able to assume and share responsibility
- be able to stimulate others to discover new things and to enjoy being at camp
- be open and flexible

3. All staff must complete a medical history/consent to treatment form and have had a physical exam (current within two years) if they are under the care of a doctor.

4. All staff members receive:

- all meals while at Camp Galilee
- sickness and accident insurance
- two hours of free time each day
- an honorarium of \$300 per week
- time off between camp sessions

5. Camper supervision ratios and staff age

- Adventure groups (10-12 campers), three staff (typically two counselors and a resident staff person), during afternoon time off there may be only 2 staff (one resident staff and counselor) for 10-12 campers. Certain accommodations are made to the program, as a result.
- Cabin groups (6-8 campers), two staff (typically one resident staff and counselor)
- At least 80% of the staff are 18 and over - 5 directors (all 25 or over), 2 volunteer staff (25 or over), 3 ancillary staff (25 or over), 6 resident staff (all 18 or over) and 4 counselors (16-18 year olds) per week.
- All staff and counselors will be at least 16 years of age and at least two years older than the minors with whom they are working.
- Exceptions to the above ratios are at the waterfront where there will be 1 lifeguard for every 25 active swimmers and, in addition, 1 lookout for every 10 swimmers. Kayak trips will be staffed by one lifeguard for every 12 participants, in addition to two other staff people or trained adults. Some whole camp activities will have adjusted ratios but will never go below 1 staff for everyone 10 campers. In general, two staff will always be required when campers are present.

SPECIFIC STAFF ROLE INFORMATION

RESIDENT STAFF

Responsibilities – in addition to those of a counselor:

1. Serving as resource persons and facilitators for groups

- as summer-long residents they should be thoroughly familiar with all camp facilities and resources
- be available to answer and ask questions, give suggestions, show techniques and/or refer to other staff members when called upon by campers and junior counselors
- provide routine medical care and emergency treatment up to the limits of their training (CPR and First Aid certified)
- serve as lifeguards at waterfront if trained

Special qualifications:

1. 18 or high school graduate
2. Attend staff training June 11– 15, 2012
3. Attend counselor training June 17 – 24, 2012

Resident staff attend daily program meetings and nightly staff meetings.

COUNSELORS

A. Responsibilities:

1. Concern for campers assigned to his/her cabin:
 - knowing their general whereabouts at all times
 - being with them during sleeping hours
 - encouraging acceptance and fellowship between cabin members and among cabin groups
 - explaining the various policies and procedures necessary for community life in camp
 - discouraging anti-social behavior
 - helping individuals to deal with their problems and facilitating the resolution of conflict between individuals.

2. Serving as a program facilitator
 - assisting the resident staff in facilitating group activities
 - using the resources of the camp to best advantage in helping campers to discover for themselves

3. Working together with his/her co-counselor in the cabins.

4. Helping campers to assume responsibility for:
 - mealtime hosting
 - cabin cleanliness
 - personal cleanliness
 - restroom and general camp cleanliness

B. Special qualifications

- at least 16 years old and have completed 10th grade
- have completed counselor training June 17 – 24, 2012
- counselors can be assigned from 1 - 5 weeks of program

A. Essential Functions

1. Must be physically fit and able to carry loads of up to 50lbs.
2. Must be able to walk 5 miles over rough terrain.
3. Must be able to climb stairs.
4. Must have at least average eyesight and hearing