



120 Howeville Road Fitzwilliam, NH 03447 | [www.fleurdeliscamp.org](http://www.fleurdeliscamp.org) | 603.585.7751

## SEASONAL JOB DESCRIPTION

**POSITION TITLE:** Counselor

**REPORTS TO:** Unit Head & Program Director for teaching areas.

**PURPOSE:** To lead and supervise campers in the Junior, Mid or Senior Field and teach classes across the entire camp community. This position is a member of the Field Staff team.

### PRINCIPLE DUTIES:

1. All-Camp Responsibilities:
  - a. Participate attentively in pre-camp training to learn procedures and policies of camp and to be able to deliver on camp's values, mission and culture during the summer season.
  - b. Create a welcoming community for every individual at Fleur de Lis including campers, parents, alumnae, perspective campers and all visitors. This welcome community is emphasized by significant attention to parents/family of campers in your tent/cabin on Opening Days, Visiting/Family Days, and Closing Days.
  - c. Foster a camp community spirit centered around caring and respect. This includes caring and respect for the physical buildings and environment of camp and all the individuals who make up the camp community.
  - d. Participate and encourage enthusiastic participation from all campers, CTs (Counselors-in-Training) and staff in all camp programs, activities, traditions, and safety rules in a supportive, caring and fun environment.
  - e. Mentor, support and discipline behaviors as necessary for all campers, and those that apply to CTs as designated by CT Directors.
  - f. Communicate with your Unit Head, Administrative staff, and the Nurse if support is needed or if there are any concerns for any camper.
  
2. Field (Camp Life) Responsibilities:
  - a. Supervise campers in the Field by creating an environment and opportunities for campers to have a healthy, positive camp experience both emotionally and physically. Specific responsibilities include but are not limited to: implementing activities that help campers build positive relationships; behavior management; conflict resolution; homesickness management; and overall communication.
  - b. Get to know each camper in your tent, field and classes by name and build a personal relationship with each by being aware of their needs, interests, progress and well-being; model this expectation for CTs.
  - c. Stewardship responsibilities include enforcing safety procedures; camper physical health; cleanliness of your tent, field, staff living area and grounds; and timely reporting of facility needs.
  - d. Assist with the theatrical production and any special events of the field for each session.
  - e. Actively participate in your patrol engaging and participating with campers during "on" times in the field and for evening program (EP).
  - f. Meet regularly with the Unit Head about your role and the campers in your tent and classes; check-in daily with the campers and their needs.

- g. Work as part of a team with other field counselors and Unit Heads in a respectful, professional manner.
3. Activity Responsibilities:
- a. Teach, assist and supervise campers in activity areas by creating appropriate activity plans and progression to meet learning and developmental needs of girls.
  - b. Support campers in their efforts to achieve awards within the structure of the activity.
  - c. Enforce all safety rules and procedures provided by Fleur de Lis Camp, ensure appropriate care of materials and equipment including requesting repairs or supply needs in a timely fashion, and oversee cleanliness of activity area.
  - d. Mentor CTs so that they are able to assist with and teach classes. Provide timely feedback to CT Directors.
  - e. If requested, be the Head of one camp activity. Lead all other staff in the safe delivery of that program, write the end of the season report and manage the camper awards for that activity for campfire. Take overall responsibility for managing all the equipment, supplies, repairs and cleanliness of the activity area.
  - f. Work as part of a team with other activity counselors and Activity Directors in a respectful, professional manner.
4. Other duties as assigned.

**QUALIFICATIONS:**

1. Minimum age of 18+, preference given to applicants who have completed the two (2) year CT (Counselor-in-Training) program at Fleur de Lis Camp.
2. Current certifications, or willing to obtain certifications, in American Red Cross Lifeguarding, CPR and First Aid and/or additional instructor certifications related to activities to be taught at camp including, but not limited to: Lifeguard Instructor, Water Safety Instructor; USA Archery Level II Instructor; Civilian Marksmanship Rifle Certification; American Canoe Association Canoe Instructor, Paddleboard Instructor, Kayak Instructor; US Sail Instructor; Project Wild, Learning Tree, Wet and Aquatic Wild; United States Tennis Association On Court Instructor; US Waterski Instructor; NH Commercial Boat License.
3. Acceptance and adherence to the principles and mission of Fleur de Lis Camp.
4. Acceptance and adherence to standards and policies of Fleur de Lis Camp, State of NH Camp License requirements, and the American Camp Association Accreditation.
5. Interest, knowledge, and/or skill in the camp setting and to work and live in a fast-paced team environment.
6. Enthusiasm, sense of humor, patience, flexibility, problem solving skills, self-control and discretion with personal and confidential information.
7. Integrity, maturity, responsibility, good character, positive attitude, and good judgment.
8. Ability to take initiative and ensure completion of tasks with limited supervision, but a willingness to accept guidance when needed.
9. Strong communication and interpersonal skills appropriate to an outdoor and child centered environment.

**ESSENTIAL FUNCTIONS:**

1. Ability to effectively communicate and work with campers and staff to create a positive living experience for girls.
2. Ability to provide quality instruction to campers and staff.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to camp.
4. Ability to maneuver through camp and carry 45 pounds.

