

JOB DESCRIPTION FOR RESIDENT COUNSELORS

Counselors provide direct supervision of student campers who are enrolled in the UWGB Summer Camp program. All Counselors play a vital role in developing a positive, safe, and enriching camp experience for every camper. There may be times when the supervision of minors can be challenging; for example, there may be incidents that occur requiring the Counselor to work with a homesick or belligerent camper. Counselors will talk with camper parents, be on the lookout for potentially harmful behaviors and situations, provide clear and concise information regarding campus safety, etc. Campers receive the bulk of their information about activities, rules, conduct, and social skills from their Counselors.

Counselors are also the primary link between the campers and the Head Counselors. The Counselors look for support and guidance for their responsibilities by sharing thoughts, ideas and challenges with each other, the Head Counseling staff, and the Camp Director.

Below is a general list of information which provides an overview of the types of duties and/or activities and responsibilities assigned to the Counselor position. Generally, all Counselors will be assigned similar and equal job responsibilities, depending upon their employee status. These assignments include, but are not limited to:

1. Supervision of approximately 10-18 camp students in University Housing
2. Chaperoning and supervision of late afternoon and evening on & off campus activities
3. Equal sharing of mealtime supervision, including **at least one lunch hour each week**
4. Equal sharing of night hours operating the Counselor's Office for emergency purposes (if needed)
5. Equal sharing of "late watch" rounds of the housing complex until everything is quiet
6. Equal sharing, if necessary, of supervising camp students staying over an extra night for a necessary reason (for additional compensation) – this will be on a volunteer basis.
7. Being completely familiar with and carrying out of the rules, regulations, and policies of University Housing, as well as the information in the camp counselor training manual
8. Required attendance at the scheduled training sessions and staff meetings
9. Meeting all deadlines for paperwork or other information required by the Camp Coordinator

SPECIFIC RESPONSIBILITIES INCLUDE:

1. Assist with checking campers in and out of their housing (Registrations usually take place on Sundays)
2. Keep an accurate record of names, room assignments, activity sign-up, and the number of nights each individual stays
3. Report any illness, accident, or behavior problems to the Head Counselor(s) in a timely manner
4. Report cases of lost, damaged or stolen property to the Camp Counselors' Office
5. Post and read all information, announcements or notes pertaining to camp participants
6. Supervise students during meal times as scheduled by the Camp Counselors' Office
7. Mail Call
8. Enforce curfew and lights out
9. Maintenance reporting - damages to equipment or to rooms
10. Accountability for the Housing buildings
11. On duty from 3:15 p.m. – 8:30 a.m. unless specified on your contract.

CLASSES AND DAY JOBS

A Camp Counselor may enroll in summer school or hold an additional day job. However, the class or job *must* be scheduled during daytime hours, and must permit a Counselor to be on duty from 3:15 pm through 8:30 am. Further, as lunch duties are also required of all Counselors, arrangements must be made to be available for *at least one lunch duty each week*.

PLACEMENT

The Head Counselor and Housing Staff will assign each Counselor to a residence hall floor. You will be notified as to the check-in time into your own housing prior to the start of the camp week.

TRAINING

Counselors are required to attend the training sessions (June) as stated in your contract. Youth Opportunities will provide training in: camps rules, regulations, and expectations; necessary procedures (registration, check-out, office, etc.); communication skills specific to the position; awareness of how to respond to a medical emergency; handling common situations; blood borne pathogens; basic first aid; etc.

PAYMENT, COMPENSATIONS, AND PERIOD OF EMPLOYMENT

All Counselors will receive a contract for their weeks of scheduled employment. This work contract will require attendance at the pre-determined training sessions. Further orientation will take place on the day you arrive for your scheduled week. Compensation is as follows:

1. **Housing:** A room (single or double) is provided for you during the camp week you are working (equivalent to \$34 per night). Housing may be available on weeks (or days) when you are not contracted for work. If you are in need of additional housing when not scheduled to work, contact John Gerow at Residence Life at 2843.

2. **Salaries:** The Resident Counselor position is a salaried position. Therefore there is no hourly wage; the pay is based on a one-week (or partial week) camp, and includes *all hours necessary to complete the job. You are expected to be 'on the floor overnight' in addition to supervising the campers in the late afternoon/evening.*

- \$330 Sunday thru Friday eve checkout, no night off
- \$400 Sunday thru Saturday morning checkout, no night off
- Sports Camps: \$120 for two nights including check-in and check-out; \$150 for three night camps including check-in and check-out.

3. **Payment:**

Counselors who are students will be paid by lump sum on student payroll. For those persons who are paid through University Payroll (non-student payroll), paychecks will be direct deposited into your bank account on the first of the month.

FEEDBACK

All camp staff will have the opportunity to offer feedback to and receive feedback from their immediate supervisor(s), the Head Counselors. During these scheduled sessions, discussion of job duties, promptness, problem solving and general effectiveness with fellow counselors and campers will take place. Campers will also complete feedback forms at the end of the week, and share comments about improving the living arrangements, their feelings toward the counselor, and their overall thoughts about the program. We are constantly seeking to improve the quality of "resident

life" for the summer campers, and all feedback is extremely useful. Camper evaluation forms will be available in the Director's office during the off-season.

Additionally, any Counselor may make an appointment with the Camp Director to discuss any concerns, ask any questions, or share ideas. This is welcomed and encouraged.

DISMISSAL

Rarely, a camps staff person is dismissed from their duties. With proper training, good life experience, and proper mentoring most people do very well in this very responsible position. However, if in the judgment of the Camps Director, the employee is not meeting the expectations as cited in this document, or there are other issues preventing the staff person from doing their job, the person will be dismissed.