

## Job Description

**Title** Unit Counselor  
**Responsible To** Head Counselor  
**Job Classification** Seasonal

**Purpose of Job** Identify and meet camper needs. Supervision of campers; planning, implementation and evaluation of camp activities with utilization of camper partnership in planning; provide a safe progressive learning experience and maintain the health and welfare of the campers consistent with Girl Scouts of the USA (GSUSA) and the American Camp Association (ACA) camp standards.

### Minimum Qualifications

- Desire and the ability to work and live with children outdoors.
- Ability to make decisions and act wisely in an emergency.
- Commitment to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Ability to teach and assist in teaching an activity.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Activity Safety Checkpoints and ACA Guidelines.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Belief in the Girl Scout camping objectives and desire to work toward achievement of them.
- Currently registered member of Girl Scouts of the USA or a WAGGGS organization.
- Current CPR and First Aid Certification preferred.
- High school graduate or equivalent and at least 18 years of age.

### Specific Responsibilities

Identify and Meet Camper Needs:

- Learn the likes/dislikes of each camper in the unit.
- 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.
- Help each camper meet the goals established by the camp for camper development.
- Advise or remind campers daily as needed regarding personal hygiene, making sure they brush their teeth, comb hair, etc.
- Help each camper become comfortable with their outdoor surroundings.

Carry Out Camp Programs

- Guide unit group and individual campers in participating successfully in all aspects of camp activities.
- Carry out established roles for supervising camper health and enforcing camp safety regulations.

- Supervise all assigned aspects of the campers' day including waking and preparing for breakfast, tent and unit kapers, meal times, rest hour, evening activities, getting ready for bed, and evening unit duty.
- Instruct campers in emergency procedures such as bad storms and fires.
- Help campers plan their participation in unit, all-camp, or special event activities.
- Teach, lead, or assist activities as assigned, including all-camp activities.
- Follow established procedures for checking in/out equipment. Care for equipment properly and return items in a clean and working condition. Report any equipment repairs or malfunctions to program director.

General

- Help youth learn to respect the rights of others and to understand their differences and similarities.
- Prepare for and actively participate in staff training, meetings, supervisory conferences and formal staff evaluation.
- Assist with opening and closing day procedures as directed by camp administrators.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and general public.
- Inform camp director of any camper or staff concerns.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Assist in conducting initial and end of season inventory, storing and keeping equipment in good condition and in packing all materials and supplies at the end of season.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

- Ability to write and speak effectively, count, do basic math, read and comprehend.
- Ability to effectively present information and respond to questions from groups of members, youth and the general public.
- Ability to apply common sense understanding to carry out and furnish instructions to others in written, oral or diagram form.
- Ability to observe camper behavior assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to lead physical and adventurous active programs with youth and adults.
- Visual and auditory ability to respond to environmental and other hazards related to daily activities.
- Ability to lift and or move up to 30 pounds.
- Possess strength and endurance to maintain constant supervision of campers.

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*I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.*

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*Signature*

*Printed Name*

*Date*