

**PROJECT OCEANOLOGY
MARINE SCIENCE EDUCATION INSTITUTION
CAMP COUNSELOR (SEASONAL)**

JOB DESCRIPTION

NATURE OF WORK: This is highly responsible work working with students attending overnight, residential Project Oceanology programs during the summer months. Duties include supervising students, implementing and enforcing camp rules, planning and participating in activities with students and providing a supportive, friendly, and safe environment for students in grades 5 through 12, during 6 day/5 night residential Camp programs. The position requires the use of independent judgment, initiative, maturity, observation, confidentiality and communication skills.

SUPERVISION RECEIVED: The Camp Counselor receives direction from the Director, Resident Supervisor, and designated Full-Time Instructors.

SUPERVISION EXERCISED: None.

EXAMPLES OF ESSENTIAL FUNCTIONS

Resides in the hostel during Camp sessions.

Provides daytime supervision of students, including meal times, on a rotating schedule with other Camp staff and counselors. Provides overnight supervision during Camp sessions along with the other Camp Counselors and the Resident Supervisor.

Participates in planning team building activities, social games, etc.

Implements and enforces camp rules during program, free, and quiet times, especially those required by applicable state Department of Public Health statutes and regulations for "Youth Camps".

Coordinates with other Camp staff to assist, interact with, and lead students during instructional, social, and transition times.

Plans and engages the students in daily team-building activities.

Works with the Resident Supervisor to monitor the hostel facility used by students to ensure safety and cleanliness.

Administers first aid according to prescribed procedures, and notifies emergency medical personnel, when necessary.

Provides on-going evaluation of programs, students and facilities, and communicates this information to all Camp staff, the Resident Supervisor, and other appropriate Project Oceanology staff members.

Provides a safe, supportive and friendly environment throughout Camp and Project Oceanology facilities.

Considerable ability to establish and maintain effective and courteous working relationships with associates, co-workers, supervisors, subordinates, youth, public officials, and the general public.

Ability to work a flexible schedule.

Participates in week-long staff training.

Regular attendance is a requirement of this position.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Knowledge of counseling, human behavior, and individual differences in ability, personality and interests.

Knowledge of group behavior and dynamics, societal trends and influences.

Knowledge of principles and processes for providing personal services; requires energy and enthusiasm to maintain positive living and working environments.

Knowledge of effective supervisory principles and practices; possess management skills required to supervise, delegate and share responsibilities.

Working knowledge of the needs of the adolescent population.

Considerable ability to relate to and communicate with youths on an individual and group basis.

Considerable ability to establish and maintain effective and courteous working relationships with associates, co-workers, supervisors, subordinates, youth, public officials, and the general public.

Ability to provide personal assistance, medical attention, emotional support, or other personal care to others.

Ability to be sensitive to others' needs and feelings and to be understanding and helpful on the job.

Ability to foster positive social interactions between students and staff.

Ability to communicate effectively both orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to read and follow oral and written instructions. Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required.

Ability to work with persons from diverse backgrounds. Ability to work with students (grades 5-12).

Ability to work as a team member and as a leader; must be outgoing, patient, energetic and enthusiastic; must have good communication and interpersonal skills. Fluency in Spanish is highly desirable.

Ability to be available to work a flexible schedule that includes early mornings, daytime, evenings, and weekends.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to 1) perform multiple tasks with interruptions; 2) meet deadlines; 3) perform duties promptly with attention to detail and accuracy; 4) prioritize and organize work; and 5) organize and express thoughts and ideas through written and oral communication.

Ability to maintain a calm manner in stressful and/or emergency situations.

Ability to adjust quickly to changing priorities in a sometimes stressful environment.

Education, Experience and Training

Experience or interest in marine science is preferred.

Experience with children is necessary.

License Or Certificate

American Heart Association or American Red Cross First Aid, American Heart Association or American Red Cross CPR, and CT Safe Boating License (or Coast Guard license) are required.

Lifeguard certification is preferred.

State of Connecticut Health form is required.

Subject to mandatory random drug-testing program.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend; twist; stoop; kneel; crouch; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to weather and environmental allergens.

The employee must have the ability to 1) carry equipment; 2) lift equipment; 3) lift, move and otherwise manipulate up to 100 pounds; 4) walk steep or uneven terrain carrying heavy weight loads; 5) coordinate two or more limbs, while sitting, standing or lying down; 6) quickly move hand, hand together with arm, or two hands to grasp, manipulate

or assemble objects; and 7) to exert maximum muscle force to lift, push, pull, or carry objects.

While performing the duties of this job, the employee works in outside weather conditions and may be exposed to wet and/or humid conditions, extreme cold, extreme heat and environmental allergens. The noise level in the work environment ranges from quiet to moderately loud.

Specific vision abilities required by the job include the ability to see details at a distance, possess close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

Employee must be free from mental and physical disorders that would interfere with performance of duties as described, and have the mental capacity to handle stressful situations.

Employee may have to function in situations where subjected to aggressive verbal and/or physical behavior.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******