

## **SENIOR COUNSELOR/CO- COUNSELOR**

Employed by: Girls Club of Greenfield  
Supervises: Junior Counselor

Responsible to: Director, Assistant Director and Specialists

Purpose of Job: To guide and supervise campers at Camp Lion Knoll and the Girls Club to provide a safe, positive and enjoyable camp experience.

### **RESPONSIBILITIES:**

1. Assist with maintaining safety and supervision of children at the Girls Club during before or after camp care (depending on schedule).
2. Supervise and maintain the safety of children while boarding, riding and exiting the camp bus (if applicable).
3. Be responsible for daily group attendance, organization of group, and reporting any necessary messages to the Director. Lead group throughout the camp in an orderly, positive, professional manner.
4. Supervise and assist children at mealtimes.
5. Assist and participate in daily activities planned by instructors, including those planned for the entire camp. Assist specialists during art and nature. Assist WSI with swim lessons as needed. Responsible for general maintenance duties such as setting up meals, cleaning up spills, assisting campers with changing into swimsuits, supervising the bathroom/bathhouse and helping keep camp clean.
6. Plan and implement various activities for daily group times, including games time, free time and quiet time as well as implementing or assisting with All Camp Games/Camper's Chance activities throughout the camp season. Submit these plans to the Director weekly, one week in advance. Prepare rainy day plans and implement when needed.
7. Maintain a safe and constructive environment for campers.
8. Model appropriate camp behavior, encourage campers and provide them with a positive view of themselves, you and the camp in general, always using positive language.
9. Follow Girls Club behavior plan.
10. Keep daily record of group behavior/specific child behavior when asked.
11. Attend camp orientation and other staff meetings as scheduled. Participate in all camp activities including special events and Family Fun Day.
12. Supervise and direct Junior Counselors throughout the day.
13. Must be able to lift 50 lbs.
14. Any additional duties as assigned by the Director and Asst. Director.
15. Follow Girls Club Professional Conduct policy.