



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**Job Title: Counselor Coordinator**

Reports to: Assistant Director

### Position Summary

The Counselor Coordinators are in charge of the happiness and wellbeing of all campers in camp. As such they are also in charge of Counselor management. The majority of the counselor coordinator's time is spent around camp observing cabin groups and assisting counselors. There is also an amount of office work involved.

### Essential Functions

- Create Cabins lists with supervisors' approval by Wednesday AM.
  - When developing cabin lists be sure to move bunks as little as possible.
  - Use Cabin Maps to create cabin lists.
- Be sure camper letters to their counselor are printed and ready to distribute by Sunday after staff circle.
- Blank counselor letter to campers handed out by Saturday staff circle. These should be available in the office by Wednesday for people who would like to complete early.
- Provide formal reviews to all counselors for every 4 week of work. Informal reviews should be done half way between each formal review.
  - Reviews should be typed and submitted to the Assistant Director.
- Attend Tuesday AM MGMT meetings.
- Update camper behavioral notes in Camp Minder.
- Assist by driving long trips at least twice.
- Check in with each cabin (campers and counselors) each day.
  - Two to three of these should be at night
  - Eat at least one meal with a cabin each day.
    - Hit each cabin in the course of the week.
- Check in with every cabin on Sunday night.
- Be proactive about needed counselor and camper breaks. Be there to step in for a counselor when needed or remove a camper from the cabin in order to give the entire cabin a break.
  - If there are a lot of cabin issues utilize program staff during siesta and evening time.
- You are responsible for every camper in camp.
  - This means working with counselors to manage behavioral issues as well as ensuring that all bonding cabin groups together and providing a fun and engaging experience to all.
- Respond to parent emails and phone calls within 4 hours. One day max.
  - Be sure to check emails Friday night.
- Be model staff in attention to detail and willingness to pitch in. Be places on time or early.
- Prepare Camp Beautifications and assign to cabin groups each morning.
  - Assist in monitoring cleanliness of camp spaces and check-off cabins when assigned.
- Check in with all cabin groups early in the week to determine which overnights will be canceled or altered.
  - It is the goal that every group attend their overnight.
    - If riders, sailors or bikers attend their overnight, they should be brought back to camp in time to attend program no later than 10 am.
- Play an integral role in check in and check out day. Please see separate pages for info.
  - Check cabins in on Sunday. See separate sheet.
  - Help with cabin check out on Friday.



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



- Be present at staff circle to help identify concerns to staff.
- Dining Hall Monitor (Breakfast, Lunch or Dinner) assigned daily between MGMT staff.
  - Ensure that cabins are getting through the buffet line.
  - Ensure that Grace is done before the meal.
  - Monitor cabin dynamics and volume.
  - Award Clean Cabin and facilitate the Siesta song during lunch.
  - Ensure staff and camper birthdays are celebrated during mealtime.
- Drive Tractor to the Outpost at least once a week for Overnights. Have lunch at the Outpost with the cabin group

### Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.

### Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight, and one afternoon block per week. Counselors are expected to live in a cabin with 8-10 campers and 1-2 co-counselors, leading and participating in cabin activities in the morning, working in various program areas in the afternoons, and participating in all-camp activities in the evening.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



## Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- An affinity for working with children in a camp setting and desire to be a role model.
- Must be at least 19 years old.
- Ability to manage peers. Supervisory experience preferred.
- Quality communication skills.
- Experience in leadership and working as a team.
- Certification in CPR, First Aid, Lifeguarding or ability to obtain.

## Benefits

- Competitive salary with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.