

**CAMP FISH TALES**  
**POSITION: COUNSELOR**

**RESPONSIBLE TO:** Camp director, Program Lead and Executive Director

**QUALITIES NEEDED:**

**GENERAL:**

- 1) Understand aims, objectives and mission of camp.
- 2) Ability to work with vulnerable populations and help them grow in character, experiences, and insights.
- 3) Knowledge of camp program and planning.
- 4) Positive effect on Campers.
- 5) Guard the health and well-being of Campers at all times.

**SPECIFIC:**

- 1) At least 18 years old.
- 2) Enjoy working with adults and children; experience with disabilities that vary in nature (physical, mental, cognitive) is a positive.
- 3) Ability to pass background check and/or fingerprinting, DHS clearance, sex offender registry clearance, and recipient rights clearance.
- 4) Ability to work in the out-doors comfortably.
- 5) Be enthusiastic & dependable.
- 6) Must complete all required trainings annually; this includes CPR & First Aid, OSHA, Blood Borne Pathogens, Water Safety, Disability Awareness, De-Escalation and Crisis Management, Emergency and Safety Training, Abuse and Neglect Reporting, Recipient Rights, and any other training required by Federal and State regulations or accrediting body recommended.

**RESPONSIBILITIES:**

**GENERAL:**

1) Work with a cabin of 10-12 Campers (along with other counselors) to experience a safe, growing, fun camp experience. 2) Work with other staff in a supportive manner. Take direction from the Camp Director, Program Lead, and Health Director.

**SPECIFIC:**

- 1) Evaluate information on Campers assigned to you.
- 2) Greet Campers and families upon arrival and orientate them to camp.
- 3) Ensure Campers items make it to cabin and pass out name tags, water bottles, etc. Ensure all items brought to camp, go home with Camper.
- 4) Establish with Campers cabin jobs, rules, and emergency procedures.
- 5) Monitor all Campers assigned to your cabin.

- 6) Plan or organize Camper cabin activities; have Campers assist and provide input.
- 7) Organize and accompany in cabin on overnight.
- 8) Participate in all camp functions.
- 9) Teach, lead or guide classes in a specialty area as assigned.
- 10) Assist in organizing or leading events.
- 11) Attend pre-camp and ongoing staff meetings and training.
- 12) Report any suspicion of abuse or neglect to your camp director and discuss it with no one else.
- 13) Assist with laundry or housekeeping when needed. Wear gloves when removing soiled laundry or clothing and put all soiled clothing in plastic for transport.
- 14) Help where needed in any area of camp to contribute to the successful operation of camp.

#### SPECIALTY:

- 1) Make sure all allergies and specialized Camper needs are reviewed prior to families' departure.
- 2) Make sure Campers are taken to the Health Director to receive their medications on time.
- 3) Assist non-mobile or dependent Campers in every two-hour repositioning and note skin integrity.
- 4) Assist with ADLs as needed; includes feeding, bathing, toileting, dressing and undressing and brief changes.
- 5) Apply sunscreen and ensure Camper stays well hydrated.
- 6) Report any health-related incidents to the Health Director. Also report any new bruises, bumps, scrapes, bug bites, rashes, skin tears, scabs, etc. to the Health Director.
- 7) Verbally acknowledge successes, never tease or put-down a Camper.
- 8) Use the De-Escalation and crisis training where necessary.

Please note: Counselor positions at Camp Fish Tales are from Sunday evening to Friday mornings for "weekly" camps and Friday evening to Sunday mornings during Respite Weekends. Counselors are expected to stay overnight and assist for the ENTIRE WEEK during weekly camps, and the ENTIRE WEEKEND during Respite weekends.