



Riverlea, LLC DBA

# Camp Riverlea

8302 South Lowell Road  
Bahama, NC 27503

## Job Descriptions for Spring Break Camp Counselor Positions

**Supervisors:** Camp Director, Program Director, & Assistant Program Director

**Type:** Full-time between March 18, 2024, and April 5, 2024. Hours are Monday – Thursday 8:45am to 4:15pm, Friday 8:45am to 4:30pm with some evenings, and a few hours for training on 3/16/24.

There are three types of counselors. General Counselors oversee the safety and well-being of a group of campers ages 5-13. They lead different activities, such as Athletics, Arts & Crafts, Agriculture, Initiatives, Performances, Tennis, and Nature. They also take campers to Archery & Canoeing/Kayaking and assist the counselors in charge of the activity. Activity counselors teach campers Archery or Canoeing/Kayaking. Transportation Counselors monitor campers on the camp bus to and from camp.

### All Counselor Qualifications

#### **Minimum Qualifications for All Counselors:**

1. Be at least 16 years old.
2. **Canoeing/Kayaking & Archery:** Must have an instructor certificate in Canoeing/Kayaking and be First Aid/AED/CPR certified (Riverlea can arrange these trainings before camp begins). They must be 18 years old. The Canoeing/Kayaking instructor must be a certified lifeguard.

#### **Desired Qualifications for All Counselors:**

1. Have some experience, either work or volunteer, working with children ages 5-12.
2. Excellent professional communication, interpersonal, and teamwork skills, including conflict prevention, management, mitigation, and resolution.
3. Ability to accept supervision and guidance, work well with co-counselors, and mentor counselors-in-training.

#### **Essential Functions:**

1. Able to walk for extended periods of time & walk over rough terrain without assistance.
2. The ability to communicate well with people of all ages.
3. Has healthy levels of physical strength, flexibility and endurance and can lift 50 lbs.
4. The ability to tolerate a fast-paced, noisy indoor/outdoor environment.
5. Visual, auditory, physical, and cognitive abilities to recognize hazards, enforce camp safety regulations, and respond effectively in an emergency situations.
6. Ability to appropriately interact with and manage behavior of self and children.

### Responsibilities

**All counselors have the following general responsibilities and essential functions:**

1. Collaborate with administration and co-counselors to ensure the safety and well-being of all campers, volunteers, and staff.
2. Perform tasks specific to counselor's department.
3. Build positive relationships with campers, modeling and reinforcing camp-appropriate and constructive behavior.
4. Create a fun, supportive, and nurturing environment for campers to grow as individuals and feel connected to a broader supportive camp community.
5. Fulfill regular staff duties such as participating in assemblies and special activities, volunteering to help with various camp tasks, daily cleaning, etc.
6. Always use appropriate behavior management techniques and reinforce positive behavior. Work with supervisors if serious discipline problems arise.
7. Maintain a safe, clean, well-stocked, and organized program area (department counselors only).
8. Promptly communicate any issues, needs, or concerns to a supervisor.
9. During planning periods, check with supervisors for projects, or discuss the need to do department work (department counselors only).
10. Assist in ongoing development of new ideas, resources, materials, and practices that will help sustain the growth and improvement of Camp Riverlea and its community.

**A note:** All counselors have two categories of work: work that is specific to their department or group (leading/participating in activities), and other duties/responsibilities around camp (clean-up, duties, helping to prepare for special events, etc.). These two categories are equally important.

**Specific Responsibilities by Department:**

**Archery:** Plan and implement a program to teach archery and its requisite skills of safety, practice, persistence, determination, patience, adjustment, etc. using the highest standards of safety and creativity. Use creativity in instruction to ensure that campers spend as much time shooting and as little time waiting as possible. The archery staff must keep archery equipment in good order and ensure range lines and safety barriers are clearly marked. They must also keep accurate records of each camper's scores and use individual progress to guide instruction and to prepare archery certificates for the last days of each session. All archery counselors must hold current instructor certification, which should be coordinated with the Program Director.

**Canoeing/Kayaking:** Plan and implement a program to improve canoeing and kayaking skills, using creativity to expand the campers' experience on the water. Keep records of individual campers' canoeing and kayaking skill levels to prepare certificates for campers for the final days of each session. Maintain current lifeguard and/or instructor certification, obtained through an organization recognized by the American Camp Association, which should be coordinated with the Program Director.

**General:** Stay with assigned group of campers throughout the day, helping campers safely transition between activities, assisting department counselors in activities, and supervising campers in the changing rooms. Lead Athletics, Arts & Crafts, Agriculture, Initiatives, Performances, Tennis, and Nature activities that are provided by the admin team. Perhaps more so than department counselors, general counselors need conflict mitigation and resolution skills. General counselors must get to know each camper in the group and understand campers' needs while upholding camp and group rules and standards of conduct. They must also work closely with co-counselors and Orcs (counselors-in-training) to maintain consistent expectations and positive discipline within the group.

**Transportation Counselor:** These counselors accompany the campers on the camp school bus making sure campers are safe. They also follow camp emergency plans if an emergency were to occur. In addition, they provide safety orientations to campers during the first day of camp. They also take attendance when the campers arrive to the bus in the morning, when they get on the bus in the afternoon, and have authorized guardians sign the campers out when they leave for the day.

Camp Riverlea is a day camp for children entering Kindergarten to 7<sup>th</sup> grade that offers activities to campers from the Durham/Chapel Hill area. We offer nature, agriculture, athletics, golf, tennis, arts and crafts, canoeing/kayaking, archery, swimming, and performance classes. We provide high-quality programs that emphasize personal growth, learning new skills, positive interpersonal relationships, and appreciation for the natural world.