



KISHWAUKEE SPECIAL RECREATION ASSOCIATION
CAMP MAPLE LEAF
COUNSELOR JOB DESCRIPTION



JOB IDENTIFICATION:

JOB TITLE:

Counselor

DEPARTMENT:

Special Recreation

HOURLY:

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours from the employees start date to the employee's anniversary date and less than 25 hours a week.

SALARY/SALARY RANGE:

NA

FLSA:

Non Exempt

BENEFITS:

NA

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Group Leader, CML Assistant Director, CML Director

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Camper

JOB PURPOSE:

To assist a camper with daily living skills and supports to allow camper with disability to participate as independently as possible in the Camp Maple Leaf setting.

POSITION QUALIFICATIONS:

1. Must be at least 18 years old and have knowledge of Therapeutic Recreation, Recreation, Education or a related field.
2. Must demonstrate knowledge of disabilities and have a proven experience with children and young adults with various disabilities in therapeutic recreation, community recreation or related fields.
3. Must demonstrate enthusiasm, strong interpersonal skills, communication skills and ability to work effectively with people with disabilities, KSRA staff, KSRA member agency staff, parents/guardians, participants, school district personnel, community agencies, as well as members of the general public.



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4. Must have good organizational skills and demonstrate the ability to work independent and solve simple to moderately complex problems.
5. Must demonstrate dependability, promptness and punctuality.
6. Be a team leader, promoting group cohesiveness.
7. Be safety conscious.
8. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.
9. Successful completion of a criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Attend orientation prior to the start of camp.
2. Be familiar and aware of the needs of assigned camper.
3. Be prepared to meet the needs of assigned camper (examples: sensory needs, bathroom needs, medications...)
4. Arrive at campsite 30 minutes prior to camp starting and remain until camp is secure as determined by Camp Director.
5. Keep all personal camp and camper information confidential.
6. Responsible for the safety of assigned camper at all times.
7. Assist with the daily sign in and out sheet by person dropping off and picking up camper.
8. Implement behavior plans or sensory breaks that are set up for camper by Camp Directors and Group Leaders.
9. Always keep Group Leader, Assistant Director and Director aware of any needs or concerns the assigned camper is having.



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10. Assist camper in engaging in lessons and activities planned for group camper is assigned to.
11. Assist with rainy day back up plan schedule for those unforeseen rain days.
12. During an emergency maintain safety for your camper.
13. Assist with camper participating in all camp activities assigned by Camp Director or Assistant Director.
14. During daily swimming, must have suit on and actively participating in water with camper.
15. Responsible for assisting camper with changing and bathroom issues.
16. Attend all staff meetings scheduled or emergency.
17. Cooperates and assists in the investigation of accidents.
18. In the absence of Group Leader, immediately report all accidents and unsafe conditions to Camp Assistant Director or Director.
19. Must supervise camper when walking to the bowling alley or other prearranged walks away from camp location. *ALWAYS HAVE CAMPER IN YOUR SIGHT!*
20. Expected to report all incidents to Camp Director according to the KSRA Employee-Conduct Warning and Dismissal policy.
21. Assist with the motivation of camper and remain enthusiastic throughout the 7 weeks of Camp Maple Leaf.
22. Assist camper with safely participating in field trips and enforce the KSRA – Camp Maple Leaf Trip Policy.
23. Responsible for proper use of all equipment and returning it to its proper storage space.
24. Maintain a safe and secure camp environment and experience for camper.
25. Complete final camp evaluations and recommendations.
26. Strive to make Camp Maple Leaf a rewarding experience for the campers as well as yourself.
27. Provide physical and emotional support to both children and young adults with limitations when working and participating in activities requiring assistance.



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28. Must be able to work efficiently and effectively under pressure; such as deadlines and emergencies.
29. Maintains a working knowledge of all general and departmental-specific safety rules.
30. Treat public complaints and concerns with the utmost attention. Is courteous in all cases. Reports all issues to Camp Director.
31. Perform other duties related to the Camp Maple Leaf Counselor when necessary, or duties in the best interest of KSRA when requested by the Camp Director or Assistant Director.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups

RELIABILITY:

Performs responsibilities dependably and accurately, fulfills promised actions

RESPONSIVENESS:

Focuses on the camper, willingly helps others and provides prompt service

ASSURANCE:

Conveys trusts and inspires confidence

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own ability

INITIATIVE:

Begins and follows through energetically with plans and tasks

COMMUNICATION:

Shares information, listens to what others are saying

ADAPTABILITY:

Makes decisions and solves complex problems



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PHYSICAL DEMANDS:

PHYSICAL EFFORT:

Camp Maple Leaf Counselors must, with or without reasonable accommodations, be able to perform the following functions:

1. Gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.
3. Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.
5. Active participation in programs.

WORKING CONDITIONS:

The employee may be exposed to outdoor elements. Most activities for Camp Maple Leaf are performed outdoors. These conditions include lightning and temperature.