

Setebaid Services,[®] Inc.
COUNSELOR

Volunteer Duties Description
(Seasonal Position)

PURPOSE AND GENERAL VOLUNTEER DUTIES SUMMARY

The Counselor will perform duties under the direction of a Head Counselor of the organization's youth programs, which are camps for children and/or teens with diabetes. The Counselor will perform volunteer duties to ensure the health and safety of campers and to ensure an enjoyable experience is provided for campers, always performing duties within the policies and budget set by Setebaid Services,[®] Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary) position.

QUALIFICATIONS

- At least 18 years of age and a High School Diploma or equivalent.
- Ability to work with children.
- Willingness to learn and develop skills in a variety of camp settings.
- Ability to teach program skills in a camp setting.
- Ability to work cooperatively as a team member.

RESPONSIBLE TO Head Counselor

RESPONSIBILITIES

1. Participate in pre-camp training.
2. Comply with personnel policies for camp staff.
3. Know each camper assigned to group and help him/her get the most from the camp experience.
4. Participate in the general camp program.
5. Cooperate with other team members.
6. Ensure the health and safety of all campers.
7. Participate in the opening and closing of the cabin and the camp at large.
8. Live in cabin with campers.
9. Monitor diet and behavior of assigned campers.
10. Offer emotional support and guidance to campers.
11. See all program areas have forms of simple sugar available at all times.
12. Relay any problems to the Head Counselor, Program Director, or Camp Director.
13. Assist Program Director and other Counselors in developing program areas, evening activities, and special events.
14. Maintain necessary records and complete requested forms and reports.
15. Participate in cabin housekeeping, sanitation, and care of camp equipment.
16. Supervise your own program area as assigned by the Program Director and/or Camp Director including: procurement of supplies (while assuring all purchasing procedures

are followed), planning activities for campers, arranging for progression of skills, and recognition of accomplishments.

17. Assist in serving campers' meals and snacks.
18. Participate in cabin programs, special events, and night watch duty.
19. Participate in staff meetings during camp week.
20. See assigned campers arrive at scheduled activities on time
21. Participate in cabin blood testing procedures, assisting campers and relaying problems to cabin medical personnel and Head Counselor.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during duties hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use program equipment.
5. Visual, speech, and auditory acuity required to conduct activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp.
3. Available during the camp 24 hours per day.

C. Environmental Conditions:

1. Duties will be conducted at the program site. Many of the duties will be conducted outside in environments not climate controlled; some duties will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the camp site and other places as necessary. Outside travel may be in extreme conditions of high or low humidity, rain, or fog.