

Setebaid Services,® Inc.
HEAD COUNSELOR

Volunteer Duties Description
(Seasonal Position)

PURPOSE AND GENERAL VOLUNTEER DUTIES SUMMARY

The Head Counselor will supervise the overall function of the areas assigned to him/her and the individual counselors of the area of the organization's camps for children and/or teens with diabetes. The Head Counselor will ensure the health and safety of campers, to ensure an enjoyable experience is provided for campers, and ensure supervision of counselors, always working within the policies and budget set by Setebaid Services,® Inc.'s Board of Directors. This position is an at-will, volunteer position.

QUALIFICATIONS

- At least 21 years of age.
- Ability to work with children.
- Previous experience as a Counselor, teacher, or other child-care professional.
- Training in child development psychology
- Knowledge of diabetes management.
- Ability to work cooperatively as a team member.
- Ability to supervise counselors.
- Knowledge of camp programming.

RESPONSIBLE TO Camp Director and Assistant Camp Director

RESPONSIBILITIES

1. Participate in and provide leadership for pre-camp training.
2. Comply with personnel policies for camp staff.
3. Participate in and provide leadership for the general camp program.
4. Cooperate with other team members.
5. Ensure the health and safety of all campers.
6. Supervise the Counselors assigned to you and assist other Head Counselors when asked to do so.
7. Assist your assigned Counselors to monitor diet and behavior of assigned campers.
8. Offer emotional support and guidance to campers and Counselors.
9. Assure your assigned Counselors have forms of simple sugar available at all times.
10. Assist Program Director in scheduling and programming for your assigned Counselors. Be certain your Counselors have a plan for appropriate activities for unscheduled time.
11. Maintain necessary records and complete requested forms and reports.
12. Assure your Counselors participate in cabin housekeeping, sanitation, and care of camp equipment.

13. Supervise all Counselors and CITs assigned to you.
14. Assist in serving campers' meals and snacks, if your assistance is requested by the Head Dietitian.
15. Supervise cabin programs, special events, night watch duty, and time off.
16. Participate in staff meetings during camp week.
17. Assist in supervision of CITs and see that they have a meaningful program.
18. Maintain emergency communication network.
19. Assist medical personnel in supervising blood testing with your cabin groups, helping to train counselors in blood testing procedures and organization.
20. Relay any cabin, Counselor, or camper concerns to the Program Director, Medical Director, or Camp Director, as soon as possible.
21. Evaluate Counselors orally throughout the camp session and in writing on the evaluation form at the end of the camp session.

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, and to camp planning meetings.
3. Available during the camp 24 hours per day and as necessary for camp planning meetings.

C. Environmental Conditions:

1. Duties will be conducted at the camp site. Many of the duties will be conducted outside in environments which are 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, to the camp planning meetings and other places as necessary. Outside travel may be in extreme conditions of high or low humidity, rain, or fog.