

*Setebaid Services,® Inc.*  
**SENIOR COUNSELOR**

Volunteer Duties Description  
(Seasonal Position)

***PURPOSE AND GENERAL VOLUNTEER DUTIES SUMMARY***

The Senior Counselor will serve as the communication liaison between the Head Counselor and other Counselors of their cabin of the organization's youth programs, which are camps for children and/or teens with diabetes. While the Senior Counselor does not have supervisory responsibilities, he/she will assist the Head Counselor by sharing concerns and disseminating information to each cabin Counselor to ensure the health and safety of campers; this provides more continuity of shared information between the administration and Counselors to ensure an enjoyable experience is provided for campers, and ensure effective communication with counselors in the cabin, 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 19 years of age.
- Ability to work with children.
- Previous experience as a counselor.
- Knowledge of diabetes management.
- Ability to work cooperatively as a team member.
- Ability to supervise counselors.
- Knowledge of camp programming.

***RESPONSIBLE TO*** Head Counselor and Camp Director

***RESPONSIBILITIES***

1. Participate in and provide leadership for pre-camp training.
2. Comply with personnel policies for camp staff.
3. Know each camper assigned to cabin and help him/her get the most from the camp experience.
4. Participate in and provide leadership for the general camp program.
5. Work cooperatively with other staff 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 and teach appropriate (e.g. proper hygiene, proper diabetes management skills, good oral health skills, etc.) skills to campers.
9. Monitor diet and behavior of assigned campers.
10. Offer emotional support and guidance to campers and counselors.
11. See the cabin has forms of simple sugar available at all times.

12. Serve as the liaison to spread important information between the Head Counselor and fellow cabin Counselors.
13. Assist Program Director in scheduling programs for the cabin.
14. Maintain necessary records and complete requested forms and reports.
15. Participate in cabin housekeeping, sanitation, and care of camp equipment.
16. Serve as the Liaison between all counselors and CITs in cabin and the Head Counselor. If requested, assist the Head Counselor with the evaluation of fellow cabin Counselors.
17. Assist in serving campers' meals and snacks.
18. Manage cabin programs, special events, night watch duty, and time off.
19. Participate in staff meetings during camp week.
20. Assist in supervision of CITs and see they have a meaningful program.
21. Maintain emergency communication network.
22. Assist medical personnel in supervising blood testing with cabin group, helping to train counselors in blood testing procedures and organization.
23. Relay problems in cabin to the Head Counselors
24. Coach Counselors orally throughout the camp session and provide feedback to the Head Counselor as requested.

**VOLUNTEER DUTIES 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 program site. Many of the duties will be conducted outside in environments that 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 camp-related meetings and other places as necessary. Outside travel may be in extreme conditions of high or low humidity, rain, or fog.