

Boone County Conservation District

Lead Counselor – Camp Ducktails

The lead counselor is responsible for the environmental education, the recreational activities, and the safety of the preschool children during each camp week. Must be 18 years of age or older.

Responsible for safety and care of campers 75% of total job

- ✓ Responsible for knowing the location of all assigned children at all times.
- ✓ Identify and meet individual camper needs.
- ✓ Reinforce positive behavior among campers.
- ✓ Responsible for following all safety rules and regulations.
- ✓ Assist in maintaining the cleanliness of camp buildings and other areas used by camp.
- ✓ Plan and teach environmental educational learning sessions.
- ✓ Plan and lead activity sessions for your designated group.
- ✓ Plan and take part in activities throughout the week as scheduled.
- ✓ Conduct yourself in a manner appropriate for working with children.
- ✓ Will exhibit enthusiasm when working with children.
- ✓ Ability to work on own with minimum supervision.
- ✓ Report any safety concerns to supervisor.
- ✓ Maintain confidentiality about all health issues relating to campers.
- ✓ Supervise all aspects of the campers' day including arrival, departure, snack time, and playtime.

Participate in staff training and BCCD policies 15% of total job

- ✓ Attend and participate in all camp staff training.
- ✓ Follow all BCCD personnel policies and camp procedures.
- ✓ Complete necessary BCCD paper work.
- ✓ Actively participate in staff meetings and evaluations.

Other Functions 10% of total job

- ✓ Provide leadership for the junior counselor.
- ✓ Work with other camp staff and District employees as needed.
- ✓ Assist with the public relations of the District programs and activities.
- ✓ Other duties as assigned.

Education

- ✓ High school diploma or equivalent.

Experience

- ✓ Experience working with children in an educational setting.
- ✓ Experience working outdoors and with the environment.

Enhanced Qualifications

- ✓ Experience working in a camp setting.
- ✓ Currently enrolled or hold a degree in natural sciences or related field.
- ✓ Knowledge of ecology and interrelationships of people and the environment.
- ✓ Fluency in Spanish language.
- ✓ Current certification as a lifeguard.

Specific Skills

- ✓ *English Language* – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ✓ *Speaking* – Talking to others to convey information effectively
- ✓ *Service Orientation* – Actively looking for ways to help people
- ✓ *Reading Comprehension* – Understanding written English sentences and paragraphs in work-related documents.
- ✓ *Writing* – Communicating effectively in writing appropriate for the needs of the audience.
- ✓ *Active Listening* – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ✓ Ability to speak in front of a group of at least 50 people
- ✓ Ability to contact people by phone, email, and/or letter
- ✓ Ability to learn and demonstrate skills used in fishing
- ✓ *Organize, plan, and prioritize work* – Developing specific goals and plans to prioritize, organize, and accomplish your work
- ✓ *Performing general physical activities* – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, jumping, walking, stooping, and handling of materials
- ✓ *Visual ability* – Able to recognize hazards in the camp setting as well as physical symptoms of camper injury or illness

Physical Functions

Ability to:

- ✓ Accompany the campers to any of the camp activities
- ✓ Get into a swimming pool
- ✓ Engage in normal playground activities
- ✓ Hike at least ¼ mile at a time
- ✓ Remain drug-free

Equipment used

- ✓ Golf cart
- ✓ Brooms, dust pans, cleaning tools, cleaning chemicals
- ✓ Fishing poles
- ✓ Recreational sports equipment
- ✓ Arts and crafts supplies
- ✓ General 1st Aid equipment
- ✓ Radio/phones

Specialized Knowledge

- ✓ Certification in CPR/First aid (will be provided)

Working Conditions

- ✓ Ability to work in the out-of-doors in all types of conditions.
- ✓ Ability to work weekdays, evenings, nights, and weekends.
- ✓ Ability to work a varying schedule.
- ✓ Ability to work in conditions where there are biting and stinging insects.
- ✓ Ability to work in conditions where there are possibilities of exposure to minor cuts and burns.
- ✓ Ability to work outside during the hottest part of the day.
- ✓ Ability to maintain a professional demeanor in all aspects of the job.
- ✓ Ability to maintain a positive attitude under adverse conditions i.e. working outdoors during a very hot muggy day when being bitten by insects.
- ✓ Ability to remain calm in stressful and/or crisis situations.

Hours

Position is seasonal from June to August. Average work week is 20 hours a week. There is also an opportunity to work extended hours providing early morning care to campers.