

# 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 assigned group of children, aged 4 and 5, 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 July. Average work week is 20 hours a week, approximately every other week for four weeks and one 40 hour week of training. Hours are mostly morning, except for a couple of hours on four Thursday evenings.