Boone County Conservation District

**Lead Counselor – Camp Redwing**

The lead counselor is responsible for the environmental education, the recreational activities, and the safety of assigned group of children, aged between 6 to 11 years, 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, lunch, recess, swimming and field trips.

**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 paperwork.
- 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 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 up to 2 miles 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
- Personal flotation devices
- 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 mid-June to early August. Average work week is thirty-eight hours a week for six weeks. Hours are Monday thru Friday and include a couple of hours each Thursday evening. There is no camp the week of July 4th. Starting at $11.50/hr.