

Job Description

Position: Adult Counselor

Reports To: Campus Director/ Adult Lead Counselor

Duties and Responsibilities:

- Responsible for always smiling and keeping an up beat attitude!!
- Responsible for execution of the Adult program, events and activities.
- Responsible for learning and knowing the rules, procedures and locations for all scheduled events and activities. An adult counselor should be present at all scheduled adult activities.
- Expected to assist with adult workshops when requested.
- Responsible for setting up chairs for parent's discussion meetings according to attendance/group size, etc. Goal: to keep the group close.
- Responsible for checking water cooler and cups in conference room "Nancy's Place" before group meetings. Alert front desk if maintenance needs to replace water jug on cooler. Cups can be acquired through food service.
- Make sure room temperature is comfortable (Alert front desk if maintenance needs to set or lower AC or Heat).
- Pick up refreshment cart for the group meetings from food service, so as to set up 15 minutes prior to scheduled group meeting time. Check trash container and set by refreshment cart. (For ease of transportation- elevator is located at the end of the hall).
- Responsible for taking notes (if requested) during the parents group.
- Responsible for assisting with adults arts and crafts, if requested.
- Responsible for assisting with craft both (fundraiser for camp) at Point Sebago, if requested.
- Responsible for setting up and then returning all equipment to its proper location(s) when scheduled activity or event has been completed.
- Responsible for maintaining a professional, neat and clean appearance at all times.
- Responsible for learning the basic facilities, layout of camp, and the communication system in the event of an emergency. Be familiar with phone locations, first aid stations, information stations, etc.

- Responsible for making sure that all activity areas and grounds are kept neat, clean and safe, before and after use. (Please notify the Campus Director if any facility, equipment, etc. are a potential hazard or in need of replacement.)
- Responsible for adherence to all rules, regulations, and policies of the camp.
- Responsible for being a good listener and responding to the needs of our camp families.
- Responsible for other duties that may be assigned from time to time.