



# Junior Counselor

Sons of Norway Fifth District Norwegian Heritage Camp

## Qualifications

- Must be a minimum of 16 years
- Must be emotionally mature, of high moral character, able to work under supervision to accomplish the camp objectives
- Have ability to carry out all general responsibilities
- Current CPR, First Aid certifications are a huge plus
- Enthusiasm, sense of humor, patience and self-control
- Possesses good leadership abilities and responsibility skills
- Demonstrates appropriate behavior at all times
- Has ability to work with others and follow directions
- Enjoyment of living and working in a rustic, outdoor setting
- Excellent interpersonal skills\

## Compensation

Starting at \$400.00, plus room and board (Compensation is established based on experience and qualifications)

## Reports to:

Senior Counselor, Camp Director

## General Responsibilities

- Work under the direction of the Camp Director and designated leadership staff members as part of the counseling team
- Participate in designated areas of the program to develop counseling skills, language skills, and counseling skills
- Assist with counseling duties, language instruction, development of evening programs and cultural presentations, activities as assigned
- Assist other staff members as assigned
- Assume counseling duties for an individual cabin and other appropriate groups; assume leadership as appropriate
- Live in a cabin with campers and staff performing duties which include, but are not limited to:
  - Preparing the cabin for camper arrival
  - Developing and implementing camper job duties
  - Maintaining order and safety in the cabin at all times
  - Monitoring the personal hygiene of campers and the sanitation of the cabin
  - Planning special events for your cabin groups as appropriate
  - Ensuring that the cabin group fulfills KP duties as assigned
  - Learn the likes/dislikes of each camper
  - Recognize and respond to opportunities for problem solving in the group.

- Supervise all assigned aspects of the campers' day including morning reveille, cabin clean-up, meal times, rest hour, evening activities, getting ready for bed, and after-hours duty as assigned.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores, sportsmanship, and table manners.
- Encourage respect for personal property, camp equipment, and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with campers' parents.
- Make sure campers wear clean clothing and are appropriately dressed for the weather and activities of the day.
- Create a safe environment in which participants feel accepted by staff and peers
- Be attentive to supervising campers at all times
- Motivate campers to participate actively in language and culture
- Manage camper groups to promote safety, minimize injury/illness and meet developmental needs.
- Attend, participate in all parts of staff orientation
- Act as a leader or co-leader for camper learning groups as assigned, performing duties which include, but are not limited to:
  - Attending and assisting with all learning group activities.
  - Levels of assistance will vary; however, a Junior Counselor will be required to participate in all activities including, Interessegruppe, Spraktime, Allsang, Litt av Hvert, Sports, Viking Sports and Evening Programs.
- Overseeing the health and safety of campers during activities including monitoring campers' hydration and sun exposure
- Attend all staff meetings
- Familiarize oneself with the staff policies and perform in conjunction with all of these policies and procedures
- Participate on periodic evaluations of the overall camp operations, programs, and job performance
- Provide leadership and guidance to all campers on an ongoing basis
- Interpret to the campers all policies, procedures and rules of camp to campers and staff
- Be available to support all staff members, counselors, junior counselors, and directors.
- Cooperatively share leadership for a safe and healthful cabin
- Participate in cabin duty during kitchen duty, cleaning duty, rest time, and at night
- Create an emotionally safe environment for campers
- Supervise campers at all meals
- Act as "Daglig leder" a maximum of two times throughout the camp period
- Instruct campers in emergency procedures such as fire drills, evacuating the cabin, etc.

- Escorts campers to mealtime, classes, recreation and participates in their supervision
- Assist with the planning and teaching of Norwegian Language classes
- Works cooperatively with fellow Junior Camp Counselors in the completion of assigned duties

### **Responsibility as a Staff Member**

- Be familiar with and abide by specific policies set forth in the “Personnel Policies”, which are designated by Sons of Norway Fifth District Board, Camp Administrators and Camp Director(s)
- After receiving any communication (mailing, email, etc..), read all information carefully and thoroughly before arriving at Camp.
- Be advised the entire staff is under the direction of and is responsible to the Camp Director. While some positions are supervised by other staff, the Camp Director retains ultimate authority and responsibility for the Camp.
- Assist with setting up, maintaining and takedown of Camp.
- Speak Norwegian with the campers as much as possible.
- Live in community living arrangements, assigned according to sex; nearly all positions include living and sleeping in a cabin or other housing unit with campers of the same sex; positions that do not include living with campers do include living with other staff members of the same sex.
- Be prepared to use communal showers and bathrooms, assigned according to sex.
- Model standards for behavior and be sensitive to the health and welfare of the campers.
- All staff are required to take part in clean-up, inventory and evaluation of the program.

### **Essential Functions**

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain constant supervision of campers
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the cabin group
- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Ability to train staff
- Observe staff and camper behavior
- See and respond to hazards
- Work with different age and skill levels

- Plan, conduct and evaluate designated activities
- Observe, assess, and coach the work efforts of staff being supervised

**EEO Statement**

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.