

## **ARROWHEAD DAY CAMP- JUNIOR COUNSELOR POSITION**

We are pleased that you have considered becoming a Junior Counselor at Camp Arrowhead for the summer. We welcome your assistance in making Arrowhead an enjoyable experience for the "Arrowhead Family."

Here is an outline of the requirements and responsibilities for the position:

1. AGE - in accordance with state regulations it is necessary to be 16 years of age or completed our CIT (Counselor in Training) program and further required of you to obtain "Working Papers" from the public school where you reside.
2. EIGHT WEEK PROGRAM - We consider the junior counselor position to be an integral part of the Arrowhead program and require you to make a commitment for the entire eight week summer schedule.
3. JOB RESPONSIBILITIES
  - a. You are responsible to and will work directly with a Senior Counselor. Your primary responsibility is to assist your Senior Counselor in their performance of their job. Do everything possible to help the Senior Counselor direct activities for the campers. The Senior Counselor is responsible for all decisions affecting the bunk (discipline, conducting activities, etc.). Do not leave the bunk without clear permission of the Senior Counselor.
  - b. Lunch is provided to all campers and staff at Arrowhead. A major responsibility of the bunk J.C.'s is to set up, serve and clean tables for their bunk. If a J.C. has this responsibility they arrive 20 minutes prior to their bunk's scheduled time to eat their lunch. Any problems during the lunch period should be brought to the attention of the Senior Counselor. After cleaning the table(s) the J.C. should report the next scheduled period.
  - c. If being transported you are part of the solution not the problem.
  - d. Swimming- All campers have an instructional swim in the morning and a recreational swim in the afternoon. In the morning swim the only J.C.'s permitted in the pool area are those actively involved in assisting the pool staff. Other J.C.'s are to supervise any non-swimmers for the day and to be available to the Senior Counselor. In the afternoon swim J.C.'s are permitted to swim with their bunk remembering the rules for pool safety at all times.
  - e. Relationship with the campers is critical. Assist them in all activities. Maintain a positive attitude; avoid showing favoritism and/or using inappropriate language and negative comments. Assist the campers on maintaining a neat and orderly bunk room. Direct all problems to the Senior Counselor.
  - f. Absences- All J.C.'s are asked to be present every day. In the event of an emergency or illness contact both your driver and the camp.
  - g. Do not bring valuables to camp. The camp assumes no responsibility for missing items. All medications are to be kept in and dispensed thru the camp nurse. Also, there is no smoking at Camp Arrowhead and any illegal drug use will result in immediate dismissal.
  - h. No cell phone use, no texting, no picture taking during camp hours. If caught on cell phone, camp will confiscate.
  - i. Staff shirt must be worn daily. You will get two at beginning of camp season. Extras can be purchased via camp or online camp store