

## **COUNSELOR JOB DESCRIPTION**

### **TECH TREK CAMP MARIE CURIE AT STANFORD UNIVERSITY 2018**

As a Counselor or lead counselor, you will not be a camper anymore and you will have a greater degree of freedom. With this freedom comes responsibility. You will be expected to exercise good judgment and remember that safety is of great concern. Your behavior must be exemplary. You will be a role model to younger campers who will be observing your every action. You will have the opportunity to help campers find their way around campus and help them through homesickness. If you are friendly and are having a good time, the younger girls will catch your positive spirit. Your positive attitude and outlook may be of more help to the girls than any other thing you do. Since this is an exhausting week, you will be expected to abide by the dorm closure and bedtime hours, sleep in your own bed, and attend all meals and activities.

Camp dress is casual. There are a few restrictions: spaghetti strap tops and bare midriffs will not be allowed; no flip flops will be allowed outside of the dorm due to safety and medical concerns, too short shorts are not acceptable. Remember you are a role model for the campers — your appearance is important.

#### **YOUR RESPONSIBILITIES MAY INVOLVE:**

1. Assisting in preparation of buildings and campus areas for Sunday registration and during the week. This may involve moving and/or setting up tables and chairs in multi-use areas.
2. Assisting Dorm Moms and their dorm groups.
3. Meeting and welcoming campers and their families on Sunday arrival.
4. Attending dorm meetings as appropriate.
5. Meeting with Camp Directors each evening to review the day's activities and any new assignments or schedule changes.
6. For Counselors, assisting the teacher of the core class to which you were assigned. This will involve clean up after class activities and helping transport and set-up class materials.
7. Assisting in daily afternoon activities as assigned.
8. Assisting on campus field trips.
9. Other tasks as assigned by Camp Directors or other staff.

Counselors will arrive on Saturday, July 7th. Camper arrival and registration will be Sunday, July 8th. Campers will move into rooms with your assistance as needed (no elevators to upper floors). This is a great opportunity to make the girls feel welcome and at ease. At 4:00 PM campers and their families will attend an opening session in a nearby auditorium. Families are invited and urged to attend. Teachers, Dorm Moms, staff and counselors will be introduced on stage as part of the program. Parents will then leave. The campers and staff will take a quick tour, pose for pictures and then go to dinner. This is a good chance to get acquainted with the campers you will be working with during the week.

#### **A TYPICAL DAY FOR YOU MIGHT LOOK LIKE THIS:**

7:30 am	Post signs (schedule changes, etc.) as needed
7:45	Breakfast
8:30	Report to core class teacher (first day arrive at 8:00 am)
9:00	Assist teachers as assigned in core classes
12:15	Lunch
1:00	Afternoon sessions, field trips, free time
5:30	Dinner
Evening	Assist with varied evening activities
10:30	Lights out for campers and Bed checks
10:45	Counselors' meeting with the Camp Directors

**KEEP THIS FORM FOR REFERENCE**