

CAMP COUNSELOR JOB DESCRIPTION

POSITION: Camp Counselor
Himmelbjerget Danish Camp, a program of the Northwest Danish Foundation

RESPONSIBLE TO: Camp Director

POSITION DESCRIPTION:

The Camp Counselor's main responsibility is for the care and safety of their assigned campers. They will also be responsible for specific assignments from the Camp Director.

The Camp Counselor works at the Himmelbjerget Danish Camp Friday, June 20 - Saturday, June 28, 2008. The camp takes place at the beautiful Menucha Retreat and Conference Center located at 38711 Historic Columbia River Hwy, Corbett, OR 97019, located just 20 miles outside of Portland.

QUALIFICATIONS:

- At least 18 years of age with at least one year of college, preferred.
- Minimum 2 years prior experience working with children in a recreational, day care or camp setting.
- Training or education in outdoor or camping industry preferred.
- Proven demonstrated ability to plan, organize, and implement program and events.
- Ability to deal effectively with youth members and their parents.
- Ability to provide supervision and guidance to children while accepting supervision and guidance from Camp Director
- Requires excellent organizational skills as well as oral and written communication skills.
- Valid Diver's License and current First Aid and CPR Certification required.
- Familiarity with the Danish language or culture, preferred.

RESPONSIBILITIES:

- Prepare for and actively participate in staff training, and scheduled meetings.
- Supervise all aspects of the campers' day including but not limited to morning wake-up, cabin clean-up, meal times, free time, evening activities, getting ready for bed, and after-hour duty as assigned.
- Guide assigned group of campers and individual campers in participating successfully in all aspects of camp activities.
- Instruct campers in emergency procedures as instructed during staff training.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up chores, sportsmanship, and table manners.
- Follow camp rules, regulations, and policies, including, but not limited to smoking, alcohol, and drug policies.
- Display and encourage respect for personal property, camp equipment, and facilities.
- Attend the Camp Program Planning Day and the Annual Fundraising Event.
- Works effectively with the Northwest Danish Foundation's administrative team.

**Staff Application
2008 Himmelbjerget Danish Camp**

Name: _____ Age: _____

Address: _____

Telephone: _____ Email: _____

ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PIECE OF PAPER. PLEASE TYPE YOUR RESPONSES.

1. What kind of connection or interest do you have in Denmark?
2. What kind of previous counselor/camp experiences do you have involving middle/high school children? When and where? What were your responsibilities? What do you find the most challenging/rewarding?
3. Have you visited Denmark? Please explain your visit.
4. What can you contribute as a counselor and what area do you see yourself excelling in at Himmelbjerget, and how? (For example: crafts, sports, language class, etc.)
5. Do you speak, read or understand Danish? Please explain.
6. What is your level of education? Where did you attend school?
7. Do you have current First Aid and/or CPR training? If not, you need to be **CPR certified by June 1st, 2008**. Please provide a photo copy of your CPR certificate with this application or upon receiving certification.
8. Do you have a current life guard or professional rescuer certification? Or are you willing to obtain certification?
9. Are you aware of any medical/emotional problems that could interfere with your responsibilities at camp? Please explain.
10. Are you available to attend a planning meeting on **Saturday, May 17, 2008**?
11. Are you available at **noon on Friday, June 20, 2008** to begin camp?
12. During your stay at camp, will you need bedding provided from Menucha?
13. Please list 2 references. Include names, titles, relationship, phone number, address, e-mail address.
14. List your health insurance information, including policy number.

Name: _____ Policy number: _____

Address: _____ Phone: _____

To the best of my knowledge all the above information is true. With my signature I give permission for Himmelbjerget to contact my references and I waive the right to know the information given by references. Himmelbjerget can ask questions of the references pertaining to the position as a counselor at Himmelbjerget. With my signature I also give Himmelbjerget permission to perform a criminal background check at the expense of Himmelbjerget.

Signature

Date

Return application by March 15, 2008 to:

Melony Beard, Camp Administrator
Northwest Danish Foundation
1847 SE Clinton Street, Portland, OR 97202
portland@nwdanish.org
503.452.9667

