



## MT. HOOD KIWANIS CAMP, INC.

83500 E. Kiwanis Camp Rd., Government Camp, OR 97028

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### SEASONAL JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>COUNSELOR SUPERVISOR (CS)</b>
<b>REPORTS TO:</b>	Assistant Director- Group (Group AD)
<b>SUPERVISES:</b>	Campers, Counselors, Assistant Counselor Supervisor (ACS)
<b>JOB STATUS:</b>	Seasonal Position, Four 2-week sessions available mid-June through mid-August
<b>SALARY:</b>	\$880/2-week session <b>(One 2-week session commitment required)</b>

#### MHKC OVERVIEW:

At Mt. Hood Kiwanis Camp (MHKC), we're on a mission to help empower children and adults with developmental disabilities through equitable access to the outdoors and recreation. Our primary program is Summer Camp, occurring from June to August and serving over 500 individuals with developmental disabilities at our 22-acre campsite in the Mt. Hood National Forest. Campers have varying abilities and needs, with counselors and staff supporting activities of daily living including personal care, mobility, communication, dining, behavior management, socialization, and activity engagement. We offer a variety of accessible and adaptable activities ranging from an adventure course and horses to swimming, biking, and hiking. Summer Camp isn't just fun; it creates profound and transformative experiences, fosters skills development, and builds a strong sense of community.

This experience is not just for our campers, but our dedicated counselors and staff too. At Camp, staff develop and practice a variety of transferable skills including communication, critical thinking, leadership, creativity, collaboration, and professionalism. Joining the Mt. Hood Kiwanis Camp seasonal team is an immersive, challenging, and incredibly rewarding experience. Each day is full of action and engagement, with an abundance of opportunities for personal and professional growth while positively impacting the lives of our campers and each other. Together, we cultivate an environment of experiential learning, play, and teamwork while delivering high-quality care and an enriching camp experience. The work we do requires and promotes empathy, intentionality, self-reflection, a growth mindset, adaptability, and flexibility. At MHKC, we are committed to creating a safe, inclusive, and equitable workplace for all and strive to provide a valuable experience for our staff.

#### EQUITY STATEMENT:

Mt. Hood Kiwanis Camp (MHKC) honors organizational diversity with regard to race, gender, sexual orientation, gender identity, age, culture, language, and all abilities. This deepens understanding in everyone, making MHKC a more equitable and inclusive organization to the benefit of all. We seek to raise self-awareness of our gaps in equity and inclusion by consciously creating, monitoring, and maintaining diversity among our campers, staff, volunteers, and board of directors.

#### ANTI-RACISM STATEMENT:

We acknowledge that racism is pervasive and exists. As an anti-racist organization, we vow to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. We will acknowledge and dismantle any racism that occurs within our organization, whether it be conscious or unconscious. We will also challenge ourselves to understand and correct any inequities we discover and gain a better understanding of ourselves during this continual, purposeful process.

#### POSITION SUMMARY:

The Counselor Supervisor (CS) at MHKC plays a pivotal role in leading and supervising a group of approximately 9 campers and 9/4 counselors, depending on main camp/outgroup placement, alongside the Assistant Counselor Supervisor (ACS). The CS is responsible for modeling, mentoring, supporting counselors, and ensuring campers' Activities of Daily Living are adequately met. Collaborating closely with the ACS, the CS oversees the overall well-being, engagement, growth, and functionality of the group, which includes cultivating and maintaining a positive, motivating, and nurturing group environment. Success in this role requires the ability to manage a dynamic environment coupled with knowledge and experience in developmental disabilities, group dynamics, and facilitation. The CS should exhibit proficiency in responsive behavior management, conflict resolution, perspective-taking, and a collaborative leadership philosophy and practice. The CS is expected to set a professional foundation that harmoniously integrates play, fostering an environment conducive to positive growth and engagement.

## ESSENTIAL FUNCTIONS:

1. Supervise, organize, and facilitate the daily operations of the assigned group.
  - a. Ensure campers and counselors are properly supervised at all times.
  - b. Ensure campers' Activities of Daily Living (ADLs) are being adequately met.
    - i. Actively lead, model, assist, and mentor counselors in camper care, including personal care, communication and behavior, mobility, dining supports, activity engagement, and socialization.
  - c. Provide structure and direction for the group, collaborating with the ACS.
    - i. Provide oversight of group at all times; Instruct the ACS on how to support as needed.
      1. Remain with the highest need/most appropriate party if the group separates.
    - ii. Coordinate tasks and breaks and provide instruction.
    - iii. Manage time and follow the camp schedule.
      1. Support transitions including time warnings and activity cleanup.
      2. Communicate with necessary staff if group will be late to an activity.
    - iv. Observe group functioning and dynamics and assess group and individual needs.
      1. Consider counselors' perspectives and understand the initial impact of Camp as a new experience.
      2. Support counselors', ACS's, and group's needs and concerns, including providing positive and constructive feedback, debrief/processing time, and ensuring follow-up occurs as necessary after any incident.
      3. Be aware of and responsive to group dynamics.
        - a. Foster teamwork, an inclusive and safe sense of community, and connection between all group members.
        - b. Create and maintain high morale, directly navigating conflict as needed.
    - d. Facilitate camper and counselor participation.
      - i. Support adapting and modifying activities to enable and encourage camper engagement.
      - ii. Actively participate in activities, modeling creative engagement for counselors.
      - iii. Assist with implementing programming, as directed by Program Staff or the Leadership Team.
      - iv. Develop and implement programming during down-times as needed.
    - e. Oversee and support camper-counselor relationships and interactions.
    - f. Manage behavior; Observe camper and counselor behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and provide behavior intervention as needed.
      - i. Ensure appropriate documentation and debrief and repair occurs following an incident.
    - g. Manage logistics as necessary to ensure successful group functioning and that requirements are met.
      - i. Restock items; Maintain camper laundry.
      - ii. Provide information to staff and counselors on campers' needs, abilities, and goals, as needed.
  2. Promote counselor growth and ensure all evaluation and paperwork requirements are met.
    - a. Facilitate 1:1 check-ins with College-Credit and Volunteer Counselors (twice per week).
      - i. Build relationship, provide support and feedback, collaborate on growth areas, and complete evaluation paperwork as required.
    - b. Review and provide feedback on Camper Interest and Participation (CIP) forms.
    - c. Provide input and support ACS with Junior Counselor growth areas, check-in meetings, and evaluations.
  3. Adhere to and ensure group members are following MHKC policies and procedures to maintain high standards of health and safety.
    - a. Ensure campers receive their medication as directed by the Camp Nurse.
    - b. Be alert to and proactive with camper, counselor, and staff personal and/or health needs.
      - i. Assist them with problems or direct them to necessary staff for support.
      - ii. Discuss with the Camp Nurse and/or Leadership Team, when appropriate.
    - c. Guarantee and maintain privacy and confidentiality of camper, counselor, and staff information.
    - d. Complete all required documentation accurately and submit it to the Group AD on time, including but not limited to incident reports, case and behavior notes, and camper and counselor evaluations.
      - i. Evaluate campers for program suitability and complete Camper Evaluations.

- e. Ensure all protocols are followed when traveling off-site.
  - i. Maintain headcounts & supervision of all campers and counselors.
  - ii. Complete any delegated Nursing tasks, including medication administration as needed.
  - iii. Ensure any medication remains with the group staff and maintain required documentation.
4. Understand and fulfill your role as group staff and an MHKC employee.
  - a. Communicate and collaborate with other staff to maintain a healthy, positive, and effective working environment.
    - i. Attend team and individual meetings, including check-ins with ACS and Group AD.
      1. Share needs, concerns, and positive and constructive feedback.
      2. Engage in self-reflective assessments and coaching sessions for self and ACS.
        - a. Determine individual and ACS goals to facilitate professional growth.
        - b. Provide direction, support, and collaborate with the ACS.
    - ii. Model professionalism, empathy, patience, learning, teamwork, adaptability, and flexibility.
    - iii. Keep the Group AD or Counselor Coordinator informed, direct concerns and needs to Group AD or Counselor Coordinator when appropriate, and ask for assistance as needed.
    - iv. Engage in problem-solving and conflict resolution as needed.
  - b. Other duties as assigned, including cleaning.
  - c. Positively & professionally represent MHKC; understand the ACS's role in providing "customer service".

*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

#### **DESIRED ABILITIES, SKILLS, & EXPERIENCE:**

- Previous experience at MHKC as a Counselor or Assistant Counselor Supervisor preferred, or have an understanding of camp culture and its community.
- Education and/or 3-5 years of experience working with individuals with various developmental disabilities.
- Prior experience in a supervisory role; Ability to teach and model new skills and provide positive and constructive feedback to counselors and Assistant Counselor Supervisor.
- Ability to manage a dynamic environment and facilitate a group of counselors, campers, and staff, providing structure, clear expectations, direction and guidance, and transparent communication.
- Ability to manage time, maintain professionalism, accept supervision, self-reflect, and collaborate.
- Model empathy, creativity, enthusiasm, patience, adaptability, flexibility, and learning.
- Ability to observe behavior/situations, assess appropriateness, enforce safety regulations and emergency procedures, and utilize behavior-management techniques as necessary.
- Ability to support campers in their Activities of Daily Living including personal care (toileting, dressing, showering, and feeding) and transfers (assisting with moving someone from one place to another, such as from a wheelchair to a bed).
- Ability to prioritize the needs of campers, counselors, staff, and Camp while promoting and modeling self-care.
- Knowledge of and experience with group dynamics, trauma-informed care, collaborative problem solving, or restorative practices preferred.

#### **REQUIREMENTS:**

- Pass a background check per MHKC, American Camp Association (ACA), and Department of Human Services (DHS) guidelines.
- At least 21 years of age by time of employment.
- Current Oregon Food Handler's License or obtain by June 15.
- Current Adult First Aid/CPR/AED ACA Certification from the ACA recognized certification list or obtain by June 15. Adult & Pediatric Certification required if working Session 1.
- Complete all required training, online and in-person.
- Live on property Sunday-Saturday of first week of session(s), and Monday-Saturday of second week of session(s). If placed in Tent & Travel, must be able to live in a tent for the duration of the session.
- Refrain from the use of drugs and alcohol, including recreational/medicinal cannabis, while in residence at MHKC.
- Ability to transport self to and from Camp. Carpooling or drop-off is recommended and encouraged.
- Contribute to a positive and healthy Camp culture and environment, committing to caring for the community and property.

#### **WORKING CONDITIONS:**

- Working hours can range from 7:00AM-11:00PM with a 1-hour break each day; Night duty 1 night/week and additional time required for paperwork.
- Camp is very active, with individuals moving inconsistently up to 5-10 miles a day. As part of their duties, employees hike and swim. If placed in Trip/Tent & Travel, activities will include white water rafting and bowling.
- Many duties of this position are performed outdoors, and employees may be exposed to variable weather elements and temperatures. Employees may experience bug bites or be exposed to bodily fluids and blood-borne pathogens.
- All buildings and areas at Camp are tobacco/vape-free except for 1 designated area on-site.
- It is highly discouraged that staff have other commitments while on contract, such as school, remote work, or weddings. Camp is exhausting mentally, emotionally, and physically at times and it is essential that staff utilize their breaks for self-care and to recharge.