



MT. HOOD KIWANIS CAMP, INC.

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

www.mhkc.org |   [mhkcamp](https://www.instagram.com/mhkcamp)

SEASONAL JOB DESCRIPTION

JOB TITLE:	COLLEGE-CREDIT COUNSELOR/COUNSELOR VOLUNTEER
REPORTS TO:	Counselor Supervisor and Onsite Coordinator
SUPERVISES:	Campers
JOB STATUS:	2-Week Position (1 Session); Volunteer, receiving college credit, internship/practicum hours

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, counselors develop and practice a variety of transferable skills including communication, critical thinking, leadership, creativity, collaboration, and professionalism. Spending two weeks at Mt. Hood Kiwanis Camp as a counselor 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 counselors.

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 College-Credit Counselor/Counselor Volunteer at MHKC supports campers in having a safe, fun, and meaningful week at Camp. The Counselor becomes a friend, caregiver, and cheerleader to campers- ensuring campers' Activities of Daily Living are adequately met, promoting activity engagement, and helping campers build connections and a sense of community. The Counselor is assigned to a group of approximately 9 campers and 9/4 counselors, depending on main camp/outgroup placement, and a Counselor Supervisor (CS) and Assistant Counselor Supervisor (ACS). They are paired with 1-2 campers, providing 1:1/2:1 care and support, and experience Camp with this group of campers, counselors, and staff. Each counselor is an integral member of the group, collaborating and providing support to other Counselors and co-creating an inclusive, nurturing, positive environment. Success in this role requires teamwork, willingness to learn, an ability to prioritize the needs of others & Camp while advocating for self, including asking for support, dependability, stamina, and adaptability.

ESSENTIAL FUNCTIONS:

1. Assist with the daily supervision, organization, and facilitation of assigned group as it relates to the campers.
 - a. Ensure campers are properly supervised at all times.
 - b. Ensure campers' Activities of Daily Living (ADLs) are adequately met.
 - i. Care for the physical, emotional, mental, and social well-being of campers.
 1. Maintain a positive, supportive, dignified relationship with campers.
 - ii. Actively assist campers with their needs, utilizing the appropriate level of support, including personal care, communication and behavior, mobility, dining supports, activity engagement, and socialization.
 1. Attend to the camper check-in process by asking questions of campers, parents, guardians, and Camp Nurses to gather necessary information that enables and ensures a safe and successful week for campers.
 2. Foster campers' autonomy and independence.
 3. Ensure campers' belongings are maintained and that campers have necessary items throughout the week.
 - iii. Ask the Counselor Supervisor (CS)/Assistant Counselor Supervisor (ACS) for modeling and other Counselors for assistance as needed.
 1. Utilize appropriate types of support as directed by MHKC's approved interventions and techniques, Camp Nurses, the Leadership Team, and the CS based on the camper's needs, abilities, and goals.
 - c. Assist campers with the structure of camp; prepare for and follow the camp schedule, including assisting with wake-up, transitions, rest time, and nighttime routines.
 - i. Assist with coordinating tasks and provide direction and instructions to campers as needed.
 - d. Actively facilitate and promote camper participation in activities.
 - i. Collaborate with campers, counselors, and staff to promote campers' personal growth and a meaningful camp experience.
 - ii. Support adapting and modifying activities to enable and encourage camper engagement.
 1. Collaborate with other Counselors and Staff to brainstorm ideas as needed.
 - iii. Actively participate in activities, modeling enthusiasm and creative engagement for campers.
 - iv. Assist with implementing programming, as directed by staff.
 - e. Assist with managing campers' behavior; Observe camper behavior, assess its appropriateness, enforce safety regulations, and provide behavior intervention as instructed and able.
 - i. Take direction from the CS and/or Leadership Team.
 1. Utilize appropriate behavior management techniques as instructed and within the Counselor's skillset.
 - ii. Keep CS informed of all incidents to ensure appropriate action, follow-up, repair, and required documentation occurs.
2. Understand and fulfill your role as a Counselor and an MHKC volunteer.
 - a. Understand and adhere to MHKC policies and procedures to maintain high standards of health and safety.
 - i. Monitor and remain alert to camper personal and/or health needs.
 1. Assist them or direct them to the appropriate staff for support.
 2. Communicate any accidents or injuries to Counselor CS/ACS to ensure appropriate documentation is completed.
 - ii. Guarantee and maintain privacy and confidentiality of camper information.
 - iii. Model appropriate behavior.
 - b. Ensure all required paperwork is completed accurately and submitted on time as directed by the CS.
 - i. Assist the camper in documenting their experience at Camp by completing their journal.
 1. Ensure pictures are being taken if the camper comes with a camera.
 - c. Communicate and collaborate with other counselors and staff to maintain a healthy, positive, and effective working environment.
 - i. Attend team and individual meetings, including check-ins with the CS and Onsite Coordinator.
 1. Share needs, concerns, and positive and constructive feedback.

2. Engage in self-reflective assessments and coaching sessions.
 - a. Determine individual goals to facilitate professional growth.
 - ii. Practice professionalism, empathy, patience, learning, teamwork, adaptability, flexibility, preparedness, and punctuality.
 - iii. Prioritize the needs of campers and camp while self-advocating for own needs and asking for support as needed.
 1. Take allotted breaks.
 - iv. Keep the CS, ACS, and Onsite Coordinator informed
 1. Direct concerns and needs to appropriate parties.
 - v. Engage in problem-solving and conflict resolution as needed.
- d. Assist with maintaining the cleanliness of MHKC facilities.
- e. Other duties as assigned.

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

DESIRED SKILLS & EXPERIENCE:

- Prior experience working with individuals with developmental disabilities or in a Camp environment is helpful but not required.
- Ability to take direction, ask questions and for support, follow through with assigned tasks, collaborate, balance prioritizing the needs of others and Camp with advocating for self, self-reflect, and be adaptable.
- A willingness to learn and practice empathy and patience.
- Ability to support campers in their Activities of Daily Living including personal care, mobility, communication, dining, behavior management, socialization, and activity engagement.
- Ability to co-create an inclusive, supportive, positive environment.

REQUIREMENTS:

- Desire to work with individuals with developmental disabilities.
- Pass a background check per MHKC, American Camp Association (ACA), and Department of Human Services (DHS) guidelines.
- At least 18 years of age by the start date of volunteering.
- Complete all required training, online and in-person. (Counselor Training is the first day of your Session)
- Live on property Sunday-Saturday of the first week of the session(s), and Monday-Saturday of the second week of session(s). If placed in Ground Explorers, 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 are typically 7:00 AM-10:00 PM with a 1-hour break each day. Counselors typically work 1 night duty shift per week (2 counselors per night) in which they sleep in the camper area being available should camper needs arise. Off-times may require the completion of paperwork.
- Camp is very active, with individuals moving inconsistently up to 5-10 miles a day. This position may be required to hike and swim.
- 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 counselors have other commitments while on contract, such as school, remote work, and 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.