



## Bus Counselor Job Description

### JOB SUMMARY:

Responsible for the day-to-day supervision of campers on the bus to and from camp, at the drop site, and at camp.

### REPORTS TO:

Day Camp Coordinator

### QUALIFICATIONS:

1. Must be at least 18 years old.
2. Must meet one of the following criteria:
  - High school diploma & counselor certificate from Camp Hantesa Apprentice/Wrangler program
  - High school diploma & one year of work experience following high school
  - High school diploma & one year of college coursework
3. Strong leadership skills and decision-making abilities.
4. Ability to work with children and teens in an enthusiastic and positive manner.
5. Must be able to attend pre-camp trainings.
6. Interest and experience with outdoor activities.

### ESSENTIAL FUNCTIONS:

1. Ensure the safety and well-being of campers at all times:
  - Help campers have fun, take risks, make friends, resolve conflicts, and develop skills
  - Provide encouragement to all campers and motivate them to participate in new/challenging activities
  - Provide compassionate, respectful, and honest guidance/support to campers when they misbehave
  - Recognize and respond to opportunities for problem solving in the group
  - Provide First Aid to campers and staff as needed within counselor scope of practice
  - Ensures proper attendance is taken before leaving for/returning from camp
  - Communicates daily attendance to the Day Camp Coordinator
  - Ensures camper medications are logged and handed in to the camp Nurse each week. Distributes medication as needed at camp and drop site.
2. Plan and implement camp activities:
  - Uphold program quality expectations in all activities
  - Create and execute (or assist with) weekly activity schedules
  - Ensure all relevant safety regulations and ACA standards are followed
3. Be a positive role model for youth in language, dress, behavior, and attitude.
4. Encourage respect for personal property and camp equipment, vehicles, and facilities.
5. Teach and explain rules and expectations to campers.
6. Work cooperatively with other staff and Apprentices.
7. Cooperate with parents of campers. Communicate any staff or parent concerns to the Administrative Team.
8. Manage personal time off in accordance with camp policy.
9. Submit all required reports, evaluations, craft plans, and postcards on time.
10. Perform other duties as assigned by the Administrative Team.

### APPLICATION PROCESS:

Submit cover letter and resume to [hantesa@campfireiowa.org](mailto:hantesa@campfireiowa.org) with 'Bus Counselor Application' in the subject line or apply online at [www.campfireiowa.org](http://www.campfireiowa.org).