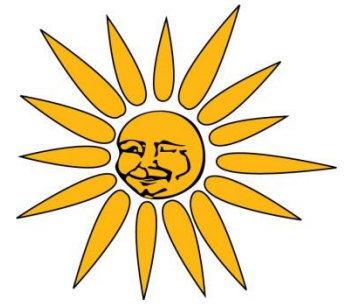


Counselor Agreement



NAME (Please print): _____

ROLE AND PURPOSE:

The mandate of Camp SMILE is to provide a fun, enriching experience for people with disabilities. The role of the Camp Counselor is to ensure that the Camp SMILE participant has a safe, fun, enjoyable experience while at Camp SMILE. A Camp SMILE Camp Counselor will be expected to assist campers in a variety of sports, art and other fun activities, as well as basic living needs.

TIME REQUIRED AND PLACE OF WORK:

Depending on the number of weeks that a Camp Counselor volunteers, Camp SMILE has four one week-long sessions and two respite weekends, which are held at Camp Grace in Mobile, Alabama.

QUALIFICATIONS:

- Must be 16 years of age by start of camp.
- Must be able to supervise children on a twenty-four hour basis during camp session with limited time off.
- Must possess the stamina to carry out camp programs in hot and humid climate over an extended period of time.
- Must demonstrate an understanding and acceptance of personal differences.
- Must be willing to put the campers' needs before your own.
- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to campers.
- Must be able to observe camper behavior, evaluate its appropriateness, and enforce and implement appropriate behavior management techniques (as taught in volunteer training).

JOB DUTIES AND RESPONSIBILITIES:

- Assist campers in a variety of sports, art and fun activities
- Assist campers with basic daily living needs
- Represent UCP of Mobile in a positive light and be helpful and friendly to all Camp SMILE participants
- Provide a positive role model for campers and fellow volunteers on a consistent basis.
- Serve as counselor in residence cabin group of 2-5 campers, and working with other counselors, share in the responsibility of all cabin assignments.
- Communicate consistently with supervisors about cabin life and camper situations.
- Provide encouragement and support for fellow staff in cabin family.
- Function as a friend and surrogate parent for assigned camper(s).
- Monitor camper's health and condition.
- Accompany campers at all times.
- Communicate campers, parents, supervisors and fellow staff in a respectful, professional manner.
- Perform other duties as assigned or reassigned.

ESSENTIAL FUNCTIONS:

- Camper Supervision: responsible for direct supervision at all times of campers and for assisting in all areas of daily routine within the program
- Physical: Must be able to lift up to 50 lbs regularly
- Customer Service: Establish positive relationships with campers
- All other duties: Perform all other duties as assigned, including carrying out responsibilities, performing duties, using skills and working in conditions necessary to perform all assigned tasks.

PLEASE SIGN BACK OF FORM

TARGET DATES:

Short-term commitment for time volunteered – no target date for completion

REPORT TO:

Matrisza Alvarez, Camp Director

FOR QUESTIONS, CONTACT:

Matrisza Alvarez– malvarez@ucpmobile.org or (251) 479-4900

THE INTENT OF THIS JOB DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY VOLUNTEER IN THIS JOB. VOLUNTEERS MAY BE REQUESTED TO PERFORM JOB-RELATED TASKS OTHER THAN THESE SPECIFICALLY PRESENTED IN THIS DESCRIPTION, AND WILL BE REQUIRED TO PERFORM ANY TASKS REQUESTED BY THE SUPERVISOR AND/OR BY THE MANAGEMENT TEAM.

AGREEMENT

1. I understand that even though I am a volunteer, I should consider my work at Camp SMILE as my job. I realize that I am a member of a team dedicated to providing an enriching experience for its campers.
2. All counselors will remain at camp the entire session: It is extremely distracting to campers to develop a rapport with a counselor and then have the counselor gone for several hours or more.
3. Counselors will notify their Unit Leaders as soon as possible when sick or unable to work.
4. Counselors will be responsible for the whereabouts of assigned campers at all times.
5. Counselors will maintain order, safety and discipline among campers. The best means to achieve this is, of course, by example. At no time will a staff member use physical punishment or verbally abusive comments to discipline a camper.
6. Counselors will supervise and/or assist campers with daily living skills such as: personal hygiene, dressing, eating, etc.
7. Counselors will report any health concerns of campers or staff to the Medical Staff.
8. Counselors will be responsible for maintaining cleanliness of cabins and other assigned areas.
9. Counselors are key in contributing to the “spirit” of Camp SMILE. This involves maintaining a positive, cheerful attitude, being a good listener for campers and fellow staff, encouraging participation in all activities; for example, if campers are swimming, then you should be swimming as well.
10. No counselor will ever be alone with a camper: This is for your protection as well as the protection of the campers. For legal reasons, all allegations of physical or sexual abuse are treated seriously and referred to the State of Alabama for full investigation. Camp SMILE has a zero tolerance policy regarding all allegations of physical or sexual abuse of a camper.
11. I understand that I can be asked to leave camp and resign my position with or without cause at any time at the behest of Camp staff and/or administration.
12. I understand that if I break any Camp SMILE rule, policy or procedure, or fail to display appropriate attitudes, that I am subject to disciplinary counseling and action as seen fit by camp directors.
13. Counselors will adhere to the NO SMOKING/NO TOBACCO policy.
14. I understand that Camp SMILE has a strict NO TOLERANCE policy as it pertains to drugs and alcohol and as a part of this policy I will be subject to random drug searches conducted by Mobile County Canine Drug Force.
15. I agree to the above conditions and will do my best to contribute to each and every camper’s experience.

Counselor Signature: _____

Date: _____

Parent Signature (if under 19): _____

Date: _____