



# Diabetic Youth Foundation of Indiana

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[www.dyfofindiana.org](http://www.dyfofindiana.org)

*C a m p U n t i l A C u r e*

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## **Job Description: Junior Counselor**

1. General employment policies – see Staff Manual
  - a. Appendix K - staff hiring, personnel procedures, harassment
  - b. Appendix L - behavior and discipline,
  - c. Appendix M - staff observation sheet
  - d. Appendix N - camp goals and outcomes
  - e. Appendix O - skills verification guidelines
2. Requirements
  - a. Live at camp
  - b. 16-18 years of age (prior to the first day of camp)
3. Benefits – none
4. Time off, absences and leaves of absences – see Staff Manual
  - a. Appendix K
  - b. Staff is off one day of each camp week.
  - c. Hours of work are 48 hours per week. Junior counselors have time off during class time with teachers and program– specialists - average of more than 3 hours per day. And other duties assigned by the director.
  - d. Work time: 1 hour per meal (3 hours) plus 1 hour in the evening. The rest of the time junior counselors join in the program and activities as a camper.
5. Performance and evaluation – see Staff Manual
  - a. Appendix M, N, O
  - b. Counselors will receive ongoing evaluation/support from director and assistant.
  - c. Two formal evaluations/observations will be administered.
6. Essential functions
  - a. Follow American Camping Association (ACA) and DYF regulations.
  - b. Junior Counselors are required to have a positive demeanor; and be willing to work in groups.
  - c. Junior counselors are required to wash dishes, set up for meals and snacks.
  - d. When available they will: participate in creek walks, hikes through the woods, climb hills, ropes course, fossil digs and other outdoor activities.
  - e. Junior counselors must be able to accompany campers to main program areas,
  - f. Assist counselors, program specialists and teachers with campers' participation in structured and unstructured activities, demonstrate sensitivity to the needs of campers served, interact appropriately with campers in a variety of situations, appropriately model behavior and use positive behavior management techniques.
  - g. Enthusiasm, sense of humor, patience and self-control.
  - h. Assist camp director and work on duties as assigned.
7. Rules and Conduct – see Staff Manual
  - a. Appendix K, L
  - b. Junior Counselors are expected to be role models for the campers in all practices and behaviors.
  - c. They are expected to follow and enforce all camp policies and regulations.

- d. Suitable dress for outdoor activities is required – camp shirt must be worn on first and last day of camp. They are expected to be on time to activities.