

# Job Description for: First Year Counselor

## **CAMP HOLLYMONT FOR GIRLS**

### Qualifications:

- Since counselors must live with the campers, supervise their activities, and meet or assist with individual camper personal needs, counselors must be female.
- Counselors must have completed their senior year in high school and have the work/camp experience along with the leadership skills to demonstrate the maturity and skill level necessary to complete their job.
- We prefer to hire counselors who are 18 years of age. To be accredited by the American Camp Association, we must meet camper/staff ratios. The ACA guidelines mandate that 80% of staff with camper supervisory responsibilities must be a minimum of 18 years of age. ACA guidelines also dictate that staff must be at least two years older than the minors with whom they are working.
- Counselors must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.
- Since counselors are responsible for campers in an emergency, counselors must be physically able to accomplish the evacuation of campers from a building. Counselors should be able to carry a small child a short distance in an emergency.
- Counselors must be physically and emotionally able to cope with the stresses associated with the 24-hour care of minors.
- Since counselors are an important part of the individual cabin cluster's staff team, she must commit to working at least a 27-day camp session, along with attending staff orientation.

### Lodging:

All campers and staff members live in separate housing, grouped by age.

Hummingbird House.....6-9 year olds  
Cardinal House.....10-11 year olds  
Blue Jay House.....12-13 year olds  
Eagle House.....14-15 year olds

A cluster usually consists of four rooms. There are designated rooms for campers and rooms for staff. Depending on the age of the campers and our ratio requirements, there may be another counselor and/or a counselor-in-training in the room with you.

## Responsible to:

- A Head Counselor who supervises your interaction with the campers within your cluster and on the hall.
- The Skills Coordinator and Skills Facilitator who administer/oversee the skills program, answers questions, make/approve skill purchases, and solve problems relating to the skills.
- Camp Directors who oversee all camp activities and staff.

## Responsibilities:

A Hollymont counselor works with her co-counselor(s) to:

1. Wake her campers and make sure they get to breakfast and morning watch.
2. Help the girls clean their rooms and keep track of their personal items.
3. Help get the girls to skills on time.
4. Prepare and lead nightly cluster devotions.

A Hollymont counselor is expected to:

1. Participate in assigned hall monitoring rotations during rest hour and bedtime.
2. Actively participate in all evening activities and make sure campers are in attendance and participating in all evening activities.
3. Teach or assist with skills. (Hiring preference given to those who can teach skills.)
  - a. Teach or assist with four or five classes each skill day.
  - b. Must arrive at the skill site prior to campers.
  - c. Must be prepared with fun activities for a full 50 minute class.
  - d. Consult with the Skill Facilitator regarding lesson plans, skill material purchases, etc.
  - e. Keep a daily attendance roll and report immediately any unexcused absences to the Skill Facilitator or Camp Receptionist.

In all camp activities the Hollymont assistant counselor is responsible for modeling the enthusiasm and cooperative participation that we expect from campers and staff members.

## Daily Schedule:

This schedule is tentative and subject to change prior to the start of the summer. Schedule will be altered for Thursdays, Saturdays, Sundays, Opening, and Closing Days

Revised March 2023

8:00 Wake Up  
8:30 Breakfast  
9:00 Morning Watch  
9:30 Cluster Clean-up  
10:00 – 10:45 1<sup>st</sup> Skill  
10:50 – 11:35 2<sup>nd</sup> Skill  
11:45 – 12:30 Lunch  
12:40 – 1:25 3<sup>rd</sup> Skill  
1:30 – 2:15 4<sup>th</sup> Skill  
2:20 – 3:20 Mail & Rest Hour  
3:25 – 3:45 Canteen  
3:50 – 4:35 5<sup>th</sup> Skill  
4:40 – 5:25 6<sup>th</sup> Skill  
5:30 – 6:15 Dinner  
6:30 – 7:45 Night Activity  
8:00 - 8:15 Evening Watch  
8:15 - Showers & Cluster Devotions  
9:30 - Lights out for Hummingbirds  
9:45 Lights out for Cardinals & Blue Jays  
10:15 Lights out for Eagles

## First Counselor Dates and Salary **CAMP HOLLYMONT FOR GIRLS**

**MANDATORY ATTENDANCE:** Staff Orientation - Sunday, June 4 – Friday, June 10

### **CHOOSE A MINIMUM OF TWO ADDITIONAL SESSIONS:**

A Session – June 11-June 23, B Session – June 25-July 7, C Session – July 9-21

Salaries are based on the assumption that each staff member meets the moral and physical requirements and upholds the high standards of Christian leadership as stated in the staff application. The directors may make adjustments as they deem necessary/appropriate.

Please keep in mind that room and board is provided for each staff member. In addition to your salary, Camp Hollymont will be paying Rabun Gap weekly for your meals and lodging.

### **SALARY COMPUTED AS FOLLOWS:**

First Year Counselor

\$ 2289.00 /summer

Salary quoted is based on seven (7) weeks of summer employment at **\$327.00** per week. The salary will be pro-rated if the counselor leaves early, arrives late, or takes extended leave during the summer.

Hollymont is an equal opportunity employer. Some positions are validated for specific physical or emotional abilities, gender, and/or religious traditions.

# LOOKING FOR **PRESTIGE?** **FAME?** **MONEY?**

We need certified people to staff our skills and activities. Please check at your school, nearby American Red Cross (ARC), etc. for these classes.

Camp Directors will love you, campers will respect you, and you will get extra cash in your paycheck!

## AQUATICS:

### **ARC CERTIFIED LIFEGUARD** (needed for pool activities & swimming skill)

\$100 per 13-day camper session if you are certified by the American Red Cross.

### **ARC WATER SAFETY INSTRUCTOR** (needed to teach swimming)

\$110 per 13-day camper session if you are certified by the American Red Cross.

### **ARC CERTIFIED WATERFRONT LIFEGUARD** (needed for lake activities)

\$150 per 13-day camper session if you are a lifeguard certified by the American Red Cross for both pool and lake (waterfront) activities.

Hollymont will schedule this training during staff orientation for those who are pool certified.

## ARCHERY:

### **CERTIFIED INSTRUCTOR** (to teach archery skill)

\$65 per 13-day camper session if you are certified by the National Archery Association.

## GYMNASTICS & CHEERLEADING:

\$65 per 13-day camper session if you are certified by a gym/professional.

If you have any other skill certifications from professional organizations, please send your certificates/documentation. It never hurts to ask if there's additional money to be earned.

Staff must provide a dated receipt in order to receive reimbursements. If you have questions regarding these fees or other certifications, please email [emily@hollymont.com](mailto:emily@hollymont.com)