

# **Lakota Native Science Field Center**

## **Summer Program Camp Counselor Job Description**

**Contract for Summer Program Camp Counselor: hourly wage DOE** summer 2010 (see attached schedule)

### **Description of Unit**

Lakota Native Science Field Center is dedicated to increasing awareness of and respect for tribal resources. This community education initiative supports the efforts of tribal leaders, educators, and students to develop contemporary, scientifically accurate, and culturally sensitive education resources, programs, and networking opportunities.

### **Duties and Responsibilities**

The Camp Counselor will be responsible for assisting and organizing activities, supervising camp participants, and supporting the work of the Camp Coordinator, other instructors, and elders to make every aspect of the camp successful. Every Camp Counselor will be expected to uphold the rules and tenets of the ethics contract as it applies to all participants. Every Camp Counselor will be expected to perform their duties no matter how short or long the day may be.

Specific duties and responsibilities include:

- ❑ The Camp Counselor will be responsible for a group of 4-5 young leaders. The Counselor will help them get oriented to camp, lead small group activities that build teamwork and encourage leadership, and oversee their participation in larger group activities at all times.
- ❑ The Camp Counselor will help campers understand the tribal culture to the best of his or her ability and understanding (interpreting language if possible when appropriate, teaching protocols when appropriate, etc.)
- ❑ Each Camp Counselor will be required to bunk with their group of Young Leaders and enforce the lights-out rule at 10 p.m., and ensure campers remain in their quarters from 10 p.m. to 6 a.m.
- ❑ Each Camp Counselor will participate in all pre-camp training sessions.
- ❑ Each Camp Counselor will participate in all camp activities beginning [day and date] through [day and date].
- ❑ The Camp Counselor will facilitate small group discussions with his or her team each day and lead any team chores as required.
- ❑ The Camp Counselor will attend all group training sessions with young leaders, including evening programs, and ensure that each member of the team is respectful at all times.
- ❑ The Camp Counselor will assist in evaluation of camp.

It is expected that each Camp Counselor will:

- ❑ Be a respectable member of the community.
- ❑ Maintain confidentiality when appropriate.
- ❑ Not have or use drugs or alcohol (any use of drugs or alcohol by campers is grounds for immediate expulsion from the program).
- ❑ Not display profanity, negative language, or a negative attitude.
- ❑ Display an interest or understanding in current environmental issues on the reservation, general science, and the preservation of tribal language and culture.
- ❑ Keep track of their team of young leaders at all times. A young leader will only be released early to a parent or legal guardian with the permission of the Camp Coordinator.
- ❑ Know basic first aid and respond as a team player in any emergency.
- ❑ Report any stranger seen in or near camp to the Camp Coordinator.
- ❑ Discuss all camp rules with his or her team and note any suggestions the young leaders may have regarding the rules.
- ❑ Make sure that camp is fun for everyone. If a young leader is causing a problem, the Camp Counselor assists in working out the situation. The Camp Counselor will not gossip about staff, other counselors, or young leaders.
- ❑ Help to ensure that young leaders dress appropriately for the weather and/or a specific activity, and are on time for each activity.

There will be a brief staff meeting at the beginning of every day to review the schedule and discuss any problems. However if a Camp Counselor has a problem, it is not necessary to wait for a staff meeting. The Counselor should talk directly with the Camp Coordinator in order to resolve the problem as quickly as possible.

**LAKOTA NATIVE SCIENCE FIELD CENTER**

**Counselor Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Gender (circle one) female male

Tribal affiliation(s) \_\_\_\_\_

Parent(s)/Guardian(s) Name \_\_\_\_\_

Personal Achievements that you are most proud of (attach a separate sheet if needed)

Why do you want to be a Counselor at the LNSFC Summer Program?

Person we should notify in the event of an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_