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**Volunteer Counselor**

**Position Description**

**Major Functions:**

* Reports to Head Counselor
* On-site for the required length of time as stated by the Camp Director and Head Counselor
* Provides safety, supervision, and fun for campers

**Responsibilities and Expectations:**

* Completes online pre-camp training
* Attends the full on-site training and orientation
* Is flexible and agreeable with their schedule, bunk assignments, and requested tasks
* Keep information regarding Circle campers and program confidential
* Provides a safe and community-centered environment in their bunk
* Puts campers’ needs before their own
* Immediately informs leadership team on-site of any issues or risks among campers
* Actively participates in the activity periods they are assigned to throughout the week
* Practices patience, compassion, and kindness with all campers
* Is able to work effectively and respectfully with other volunteers and supervisors
* Follows the rules and guidelines set forth by the Head Counselor
* Is a team-player and is able to work with a co-counselor in close quarters
* Has excellent communication skills and experience working closely with others

COUNSELOR’S UNDERSTANDING OF CIRCLE CAMPS

I believe that I am physically and emotionally able to spend a week at camp with girls between the ages of 9-18 who have lost a parent to death. For many of the Circle campers, this may be the first time that they have been away from home and/or experienced the wonders of nature and the summer camp activities Circle provides. I am eager to serve as a counselor and give the campers a special week of fun and new experiences and the opportunity to reflect on their shared bonds. To make the week-long experience a rewarding one for campers, other counselors and myself, I…

**• Agree to participate wholeheartedly and enthusiastically**

**• Understand that the week is challenging but allows for ample flex time**

**• Assume responsibility for campers’ safety and well being**

**• Will identify and report situations that would be best managed by a member of the clinical team**

**• Agree to keep information regarding Circle campers confidential**

**• Use discretion in sharing information about the Circle Camps program**

I, the undersigned, have read this COUNSELOR'S UNDERSTANDING OF CIRCLE CAMPS and sign it voluntarily.

CIRCLE CAMPS' COUNSELOR EXPECTATIONS

I agree to and accept the following:

**• Circle Camps' Zero-Tolerance Policy for alcohol, drugs, smoking, and leaving camp**

**• Use my cell phone only during flex periods and out of sight of campers**

**• Be on time and present for all scheduled activities and all-camp activities, including flag raising and lowering**

**• The Dress Code as outlined in the Counselor Program Guide**

**• I may be asked to help as needed during flex periods**

**• Curfew for all counselors is 12:00 AM**

CIRCLE CAMPS FUNDRAISING

Circle Camps counselors are the best ambassadors when it comes to spreading the word about the Circle programs. I understand that at certain times of the year, I will be asked to actively fundraise for Circle Camps. We ask all Circle counselors to donate to and participate in fundraising efforts. You are our very best ambassador to donors. Because of your passion for Circle, because you already ‘get’ our mission, your friends, family members, and colleagues are likely to support something that is so important to you. In large part, counselor efforts have helped Circle grow from supporting 36 campers in 2002 to over 250 campers in 2020.