



Title:
Summer Camp Counselor

Reports To:
Outdoor Education Program Supervisor

Position Classification: Special Project

Department: Outdoor Science Education

Dept. Code(s): CDC: 42695 or HFS: 42696

Grade: D1

This position description is representative of the major position requirements and is not intended to be all inclusive.

Position Summary: OMSI Summer Camp Counselors are a passionate team of mentors and youth leaders committed to providing transformative overnight summer camp experiences.

In addition to supervising campers in nearly every activity and aspect of camp, this position also takes on support roles like camp assistant in the dining hall, light cleaning, bus or van monitoring, and assisting team members with activities and lessons. Work schedule depends on programming needs.

Essential Duties and Responsibilities

- Responsible for the health and safety of campers (ages 6-17), staying with and monitoring them overnight in cabins/tents, and at tables during meals;
- Acts as a positive role model for students and staff at all times, and actively integrates diversity, equity, access and inclusion in all areas.
- Ensures that students are prepared for activities and keeping groups on schedule;
- Responsible for monitoring and engaging with campers during bus and van rides, recreation, free time, cabin time, and during transitions between activities;
- Recognizes, mitigates, and responds to hazards to ensure a healthy and safe program for all participants.
- Lifeguard Duties (if certified):
 - Provides lifeguard supervision of camp guests during swimming/aquatic activities;

Working Conditions:

- This position is **exempt, paid day rate**;
- This position is **special project, full-time** scheduled to typically work up to **5 days** per week, depending on programming.
 - Requires on-site living, in cabins with campers.
 - Requires traveling and staying in Portland over the weekends, housing provided for staff over the age of 18 who do not live in the Portland metro area.
 - Food provided only during programming.
 - Camp season typically runs early June through mid-August, which includes mandatory week of training during the first week of employment.
 - Overnight programming requires on-call work during nighttime hours; weekend programming can occasionally make for 13 straight days of work without a full day off. American Camp Association time off standards will be met (2 hours daily, and 24 hours or more off each two-week block).



- Physical Demands: 10% sitting, 30% standing, 45% walking, 15% lifting/carrying up to **60** lbs.;
 - Requires hiking over uneven terrain.
- Vision Demands include:
 - Close vision (clear vision at 20 inches or less)
 - Distance vision (clear vision at 20 feet or more)
 - Depth and perception (three dimensional vision, ability to judge distance and spatial relationships)
 - Ability to adjust focus (ability to adjust the eyes to bring an object into sharp focus)
- Environmental Demands include:
 - Outdoor weather conditions including wildfire smoke
 - Steep, uneven, sandy, and/or rocky terrain
 - Outdoor water environments (for lifeguard duties)
 - Work in high, precarious places
 - Toxic or caustic chemicals
 - Open flames
- Noise Levels include:
 - Very quiet (examples: forest trail, isolation booth for hearing test)
 - Quiet (examples: library, private office)
 - Moderate (examples: business office with computers and printers, light traffic)
 - Loud (examples: children yelling, bus driving on freeway)

Secondary Responsibilities

Performing the following may involve driving to various locations within Oregon:

Secondary responsibilities include—but are not limited to—the following:

- Provides logistics and facility support in rotation with peers, and other tasks deemed necessary for successful site and program operation by the manager;
- Coordinates with other counselors to supervise daily recreation time and engage with campers during formal and informal breaks;
- Assists with meal service and cleans dining hall, cabins, restrooms and staff housing, during and at the end of each program;
- Actively integrates participation, compassion, thought and informed action to build a supportive learning community;
- Plans and performs songs and skits at campfires;
- Provides first aid care to students and staff when necessary;
- May be asked to drive a van with a box trailer.

Knowledge, Skills, and Abilities

REQUIREMENTS:



- Ability to follow instructions and contribute to a positive team dynamic;
- Ability to communicate and direct small and large groups;
- Flexibility in weekly schedules and daily programming;
- Understanding of confidentiality and protocol;
- Strong communication and interpersonal skills with the ability to interact with and engage diverse audiences in a culturally responsive manner;
- Strong organization and problem solving skills;
- Ability to work with a team to share responsibilities throughout the day;
- Exercises sound judgment while upholding high integrity and ethical standards;
- Ability to learn current equity, diversity, inclusion and social justice theories and practical applications, including critical theories of systemic oppression, unconscious bias, and personal identity and intersectionality matters;
- Comfortable leading groups of campers in all weather conditions.

PREFERENCES:

- Working knowledge of small and large group games;
- Skills in positive behavior management;
- Experience speaking in front of a crowd;
- Experience in conflict resolution with participants and peers;
- Excellent oral and written communication skills in a non-English priority language in Oregon.

Education & Work Experiences

REQUIREMENTS:

- Be at least 16 years of age by June 1st;
- Experience working with youth.

PREFERENCES:

- Experience working in an outdoor setting;
- Working knowledge of outdoor leadership skills;
- One year of college experience;
- One season of working as a camp counselor for a residential camp program;
- Experience working with volunteers.

Additional Requirements/Preferences; Including Licenses and Certifications

REQUIREMENTS:

- Pre-employment checks, such as criminal background checks, reference checks, and American Camp Association (ACA) background checks;
- Current or ability to obtain an Oregon Food Handlers Card at employee's expense
- Current or ability to obtain Adult/Child First Aid and CPR/AED certifications at employee's expense.

PREFERENCES:



- Current lifeguard certification;
- Current wilderness first responder certification;
- Valid driver's license, with one year of driving experience, and must meet OMSI's driving standards, which requires completing a Motor Vehicle Records (MVR) check.

Position Creation and Revision History:

Revised by Anne Armstrong and Steve Tritz |

Approved by Human Resources on

9/5/2025

Revised by Anne Armstrong and Janet O'Hara on 10/25/2022 | Approved by Human Resources (MR) on 10/25/2022

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Created by Nancy Boden on 8/21/2008 |
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