Holt Adoptee Camp (Counselor)
Counselor Job Description

General Responsibility:
Direct supervision of campers to ensure their physical and emotional safety and wellbeing while at camp. Assist and support fellow counselors, staff and director with daily activities and camper engagement.

Minimum Qualifications:
- Desire and ability to work with Adoptees, ages 9-17.
- International or Domestic Adoptee.
- Ability to commit to work for six weeks during the summer.
- Ability to attend and complete staff orientation training.
- Ability to work independently and as a member of a team.
- Ability to accept guidance and supervision.
- Comfortable with sharing personal adoption story with other Adoptees.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- 18 years or older.

Specific Responsibilities:
- Ensure that Holt Adoptee Camp contributes to Adoptees’ understanding and appreciation of their identity and adoption experience by supervising and mentoring Adoptee campers.
- Lives in cabins with selected campers already assigned by staff and director.
- Maintains a positive and productive relationship with campers, adoptive parents, staff, director, campsite staff and guests.
- Assumes 24-hour supervision and responsibility of assigned campers, regarding physical and emotional health, and reports any concerns directly to staff or director.

Essential Functions:
- Visual and auditory ability to identify and respond to environmental and other hazards to keep others safe.
- Ability to communicate and work effectively with others: campers, counselors, staff, director.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to comply with and enforce camp policies, including an electronics policy, at camp.
- Physical ability to respond appropriately to situations requiring safety or health needs.
- Cognitive and communication abilities to plan and conduct an activity to ensure a safe and fun camp experience for the campers.

Position Reports To:
Holt Adoptee Camp Director and Leadership Staff

Benefits:
Holt pays for travel, your food, lodging, CPR/First Aid Certification, and other expenses related to camp activities.

Staff will receive a $1,000 stipend upon completion of the full camp season. If a staff member is sent home early due to performance issues, they will not receive the stipend.
Reference names submitted to Holt will be contacted and, if selected, counselors may be asked to submit to an FBI fingerprint check at Holt’s expense.

For further information, please contact Joli Hanlon, Holt Adoptee Camp Director.
Phone: 541-687-2202 ext. 111
Email: jolih@holtinternational.org

Nurse Job Description HR.6

General Responsibility:
The Head Nurse will directly oversee and maintain records of the health care needs of all campers and staff.

Minimum Qualifications:
- Desire and ability to work with international adoptees ages 9-17.
- Prior experience with the health care of children and adults.
- Ability to oversee camp-wide health care, maintain records, and implement camp healthcare plan.
- Good role model, high integrity and adaptable.
- At least 21 years old, valid driver’s license, and an acceptable driving record.
- Licensed as a Registered Nurse.
- Current First Aid and Adult and Child CPR certifications.

Specific Responsibilities:
- Follow established state laws, ACA regulations and camp policies regarding camp health care.
- Stock, maintain and issue first aid kits throughout camp and for special activities.
- Maintain a daily medical log and submit accident/incident reports to the Camp Director.
- Inform the Camp Director of any camper or staff problems, issues or concerns.
- Ensure each person has on file a current medical form, with required physical exam and immunization records.
- Correct and document, as necessary, situations that endanger the emotional or physical safety of any person.
- Oversee the administration and storage of medication, health screens, disposal of medical waste, health checks performed by staff members, parent phone calls, making medical appointments, and providing routine medical attention.
- Determine, in accordance with the standing orders, when individuals must be transported to the hospital or clinic.
- Demonstrate and teach the values of caring, honesty, respect and responsibility to all campers and staff.
- Follow all camp rules and regulations and enforce them among staff and campers.
- Maintain positive public relations with parents, visitors and the general public at all times.
- Perform other duties as assigned.

Essential Functions:
- Ability to communicate, supervise and work with assigned ages and skill levels and provide necessary instructions.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
- Physical ability to get to remote locations on camp quickly, read prescriptions and health forms, and
use telephone.

☐ Physical ability to respond appropriately to emergencies and situations requiring first aid.

**Responsible To:**
Adoptee Camp Director

Holt pays for travel, your food, lodging and other expenses related to camp activities.

Reference names submitted to Holt will be contacted and, if selected, nurses may be asked to submit to an FBI fingerprint check at Holt’s expense.

For further information, please contact Joli Hanlon, Holt Adoptee Camp Director 541-687-2202 ex. 111 or e-mail: jolih@holtinternational.org