



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

#### POSITION DETAILS

Position Title:	Counselor Supervisor
Reports to:	Camp Director/Program Director
Functional Area:	Leadership Team
Employment Status:	Seasonal, Exempt

#### ABOUT DYF

DYF is a mission-driven organization dedicated to improving the lives of children, teens, and families affected by type-1 diabetes. Founded in 1938, the organization is a leader in helping children and their families gain confidence and mastery in managing diabetes through weekend and week-long camps and educational programs that serve more than 1,500 individuals annually. DYF believes that every child with T1D, and their family members, should have the benefit of our lifesaving programs and works year round to raise the necessary funds to meet the demand for our services.

#### POSITION PURPOSE

To further the mission of the camp through the supervision, guidance, teaching and mentoring of counseling staff and ensure that staff members have the support to experience their own growth while working with children, teens, and families in programs. The Counselor Supervisor serves as the direct supervisor of the counseling team members under the guidance and direction of the Camp Director or Program Director.

#### KEY RESPONSIBILITIES

- Support and supervise Camp Counselors
  - Develop and maintain positive working relationships with staff.
  - Evaluate abilities and provide both written and verbal feedback to staff.
  - Support staff's work with individual campers and group dynamics.
- Ensure that camp staff, volunteers, and campers know and follow safety and educational procedures.
  - Assist in the planning and implementation of staff training.
  - Report any unsafe conditions to the Camp Director and ensure all persons follow safety procedures.
  - Provide immediate corrective action to staff and volunteer team members in situations where the

wellbeing of participants and/or staff are in jeopardy.

- Provide clear and consistent communication with the Camp Director and Leadership Team.
  - Participate in pre-camp planning meetings.
  - Meet daily with the Camp Director and other Leadership Team members to facilitate communication and planning.
  - Provide Written and Verbal Evaluations of Counseling Staff.
  - Conduct formal written evaluations of each counselor at least one time during the summer
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Participate as a member of the Leadership Team in running day-to-day camp.
- Provide ongoing support to the Assistant Camp Director and Camp Director in conducting the daily operations of camp.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

#### EQUIPMENT USED

- The Counselor Supervisor may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Computers
  - Phones
  - Copy machines
  - Vans
  - General office equipment
  - Dishwashers
  - Stereo and microphone equipment
  - Diabetes related equipment

#### STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

#### ESSENTIAL QUALIFICATIONS

- Excellent leadership and communication skills with people of all ages and backgrounds.
- Current certification in first aid and infant, child and adult CPR, including AED.
- At least 21 years of age.
- Experience working with youth of all ages and knowledge of child development

#### DESIRED QUALIFICATIONS

- One year or more as a staff or volunteer at a DYF program or similar setting.
- Previous experience supervising others, specifically peers.
- Desire and ability to work outdoors with children in varied conditions.
- Ability to adapt to fast paced and stressful environments.

#### COMPENSATION & BENEFIT INFORMATION

\$625 per week (prorated to \$104.16 per day), with meals and outdoor lodging included.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online.

Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*