



## Junior Counselor Job Description

### JOB DESCRIPTION:

- Part Time Employee
- Support Counselor Team or Cabin Counselor Team
  - Depending on what position you are applying for
- You will receive a paycheck after your first week of service

### ELIGIBILITY:

- Must have attended Brookhill
- Must agree to a background check
- Must attend one of the JC Trainings offered prior to your hired session(s)
- Must have completed the 10<sup>th</sup> grade or higher
- Must be able to complete the entirety of the time hired
- Must be able to complete light to medium manual labor
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must complete a health evaluation 2 weeks prior to the session hired

### BENEFITS:

- Leadership development
- Strengthened ability to complete required tasks with efficiency
- Enhanced ability to work with a team

### EXPECTATIONS:

- Must conduct him or herself in a manner that is in accordance with the standards set forth by Brookhill Ranch
- Must be respectful of the other staff members, administration, campers, parents, and facilities
- Must be able to submit to and work for authority that is close in age
- The Junior Counselor will not be allowed to divulge any personal camper information, such as name, address, email or phone number, to any persons outside of Brookhill Ranch

## DETAILED JOB DESCRIPTIONS

### CABIN JC

- Serve in the bunkhouse and in activities
- Lead campers in having fun
- Responsible for helping clean facilities (bunkhouse, pavilion, EC, bathrooms, etc.)
- Taking out trash, sweeping, mopping, cleaning, etc.
- In 3 activities, helping the head counselor make the activity go smoothly and keeping campers safe
- To be a JC, you have to have a heart that is willing to serve
- Not a camper anymore, but employee/teammate



## Junior Counselor Job Description

### CAMPER RELATIONS JC

- Serve in the Care Package department
- Help receive, fill and deliver Care Package orders
- Make inventory runs and stock inventory
- Help with homesick campers
- Assist in putting on the evening events of camp
- Will help with camper birthdays
- Will check on first time campers and gather information about their time at camp
- Will help with early departures and late arrivals
- Stay in the bunkhouse with the support staff team

#### ELIGIBILITY

- Must have organizational skills
- Must be a detailed person
- Must enjoy talking to people
- Must be a good communicator

### CONCESSIONS

- Serve in the general store area
- Will possibly teach one or two activities
  - Help prep general store 2nd activity
  - Work in general store during lunch and other canteen times
- Help keep everything organized and stocked in general store area
- Stay in the bunkhouse with the support staff team

### FIRST AID JC

- Serve in the First Aid department
- Help with camper care and medicine
- Make activity rounds with members of the first aid team
- Stay in the bunkhouse with the support staff team

#### ELIGIBILITY

- Must not be made sick at the sight of blood
- Must have a strong immune system
- Must have patience

### HORSEBACK JC

- Serve in the horseback barn
- Help feed, saddle, and bridle horses in the morning and after lunch
- Help the activity counselors with the horses that are having a difficult time
- Help care for the horses
- Stay in the bunkhouse with the support staff team

#### ELIGIBILITY

- Must have equine experience
- Must know how to bridle and saddle a horse



## Junior Counselor Job Description

### HOUSE & GROUNDS JC

- Serve in the House & Grounds Team
- Will assist in the daily operations and facility maintenance of camp
- Will take care of minor "fix it" tasks
  - Repair cabin screens
  - Fill Go Karts with gas before the activities
- Will be under the supervision of an all summer staff member who will help you with these tasks
- Stay in the bunkhouse with the support staff team

### KITCHEN JC

- Serve in the kitchen to help prep meals, serve meals, and clean after meal
  - Wake up early to help prep, and use rest time to help prep
- 1st and 2nd activity are prep and rest time
- Help teach 3rd activity, helping the head counselor make the activity go smoothly and keeping campers safe
- Stay in the bunkhouse with the support staff team

### MEDIA JC

- Serve in the media department
- Won't teach any activities but you will go to activities to help photograph and video them
- Stay in the bunkhouse with the support staff team

#### ELIGIBILITY

- Previous photography, social media and/or videography experience is needed (yearbook, experience editing film, etc.)

### MERCH JC

- Serve in the Merch Hut
- Teach a first and second activity
  - Help prep merch 3rd activity
  - Work in Merch Hut during canteen times
- Help keep everything organized and stocked in Merch Hut
- Stay in the bunkhouse with the support staff team

### OFFICE JC

- Serve in the camp office
- Assist the administration team in the daily responsibilities (ex. Answering phones, taking messages, preparing for upcoming camp sessions)
- Stay in the bunkhouse with the support staff team

#### ELIGIBILITY

- Must have legible handwriting
- Must be a second year JC or more