



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Hello Head Counselor Candidate,

Thank you for your interest in becoming part of the Counselor Team at Ovy Camp (Optimist Volunteers for Youth Camp). This is not just another summer job - becoming a Head Counselor at Ovy Camp is an opportunity to make a positive and lasting impact on children.

OVY Camp is about building community and connecting youth with nature.

Located in the redwood forests of the Santa Cruz Mountains, just five miles from the Pacific Ocean, Ovy Camp (www.ovycamp.org) has a long, rich history in San Gregorio, California. For the past 65 years, we have taken pride in providing an affordable, high-quality summer camp experience to underserved youth of the greater San Francisco Bay Area.

OVY Camp is a five-night, six-day residential summer camp for youth entering 5th-9th grades. The camp program costs families as little as \$25 per camper! Campers learn positive behavior and communication skills, sleep in cabins and teepees, take in nature hikes in the redwood forest, shoot bow & arrows, swim in the pool, have campfires, go for a field trip to the ocean, sleeping out under the stars, go for creek walks, and make some very deep connections with their peers and Staff alike.

As a Head Counselor...

You are responsible for building culture inside your cabin and within the Counselor Team. Head Counselors spend their time designing and leading activities and establishing connections with their campers and volunteers... working as a part of the Counselor Team that creates a positive environment where kids can make friends and have fun outside!

Compensation:

- Stipend: \$650 per week (6.5 weeks: 1.5 weeks of Staff Training & 5 weeks of summer camp program)
- Room & Board during Summer Camp Season: Room & Board during Summer Camp Season.

Duration of position:

Pre-camp Season: Up to two 2-hour informational prep-meetings (virtual or in-person) throughout March-May
Summer Camp Season : June 12 - July 27, 2024 (Includes 1.5 weeks of Staff Training & 5 weeks of summer camp program)

Ideal Candidate would have:

- Desire to work with youth and be a role model and leader.
- Ability to maintain a strong work ethic over long hours.
- Strong organizational and communication skills.
- Passion for nature and education.
- Interest in being a part of a mission-driven team.

If you are interested, please take the time to send us a Head Counselor Application found on our website: www.ovycamp.org. Listed below is a job description and application for the Head Counselor position. Thank you and we look forward to hearing from you soon!

Sincerely,

Owen Mylod Yee
Program Director
ovycamp.org



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Head Counselor Application

***Please attach a resume and the names and contact information for three professional references.**

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apt. #
_____ City State ZIP Code

Home Phone: () _____ Email Address: _____

1. Are you at least 18 years of age? Yes No
2. Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes No
3. Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? Yes No
4. Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? Yes No
5. Are you legally entitled to work in the United States? (If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment) Yes No
6. Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? Yes No

If yes, on a separate piece of paper: state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Please complete the following questions on a separate piece of paper.

1. Why are you interested in the Head Counselor position at Ovy Camp?
2. If you've worked at Ovy Camp in the past, what did you gain from the experience?
3. Describe any experience or training you have working with youth.
4. What do you hope campers gain from their week at Ovy Camp?
5. What makes you a leader? How can you become a better leader?
6. Describe the challenges of being a leader amongst your peers.
7. Ovy Camp campers have diverse backgrounds. How do you plan on building community within your cabin?
8. Head Counselors are role models to everyone at camp. What characteristics do you have that will have a positive impact on the campers, CIT's, and Counselors at Ovy Camp?
9. How can Head Counselors build community amongst the staff at Ovy Camp?
10. If you were a Counselor at Ovy Camp last year, why do you want to return as a Head Counselor?



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Job Description

Position: Head Counselor

Reports to: Program Director

Compensation:

- **Stipend:** \$650 per week (6 weeks: 1.5 weeks of Staff Training & 5 weeks of summer camp program)
- **Room & Board during Summer Camp Season:** Room & Board during Summer Camp Season.

Position Requirements:

- Must be 18 years of age or high school graduate.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- Comfortable interacting with youth of all age levels.

Pre-camp: Up to two 2-hour informational prep-meetings (virtual or in-person) throughout March-May

Dates for Summer Camp: June 12 - July 27, 2024 (Includes 1.5 weeks of Staff Training & 5 weeks of summer camp program)

Job Summary:

Head Counselors are the primary caregivers for each camper. The Head Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. The Head Counselor is a go-to resource for the Counselor Team; responsible for guidance on timekeeping, logistics, and program training.

Essential Job Functions:

- Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - Apply basic youth development principles in working with campers through communication, relationship development, a respect for diversity, involvement and empowerment of youth.
 - Assure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
- Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - Responsible for leading and assisting with the teaching of activities.
 - Actively participate in all program areas as assigned.
 - Provide for the progression of activities within the framework of individual and group interests and abilities.
 - Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
- Maintain high standards of health and safety in all activities for campers and staff.
 - Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - Ensure that campers receive their medications as needed.
 - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with Program Director when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Program Director.
- Be a role model to campers and staff in your attitude and behavior.
 - Set a good example for campers and others in regard to general camp procedures and



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- practices including sanitation, schedule, and sportsmanship.
- Follow and uphold all safety and security rules and procedures.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- 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 on or near the waterfront.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.

General Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers 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 Requirements:

- Mobility to walk extensively with camp participants during Ovy Camp instructional activities, and on trails covering irregular terrain; bending at the waist, kneeling, or crouching to assist CIT's.
- Hearing and speaking to exchange information.
- Vision sufficient to read a variety of materials and to monitor student activities.
- Manual dexterity sufficient to manipulate small objects, tools and carry classroom material.
- Stamina to stand or sit for long periods of time.

Some physical requirements of a Head Counselor include endurance, prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. Ovy Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]