



MQ Day Camp Counselor Position Description

General Duties

Camp counselors will work with Northeast Oregon Area Health Education Center (NEOAHEC) staff, volunteers, and youth at MedQuest Camp to assure a positive, safe, and meaningful camp experience. Counselors will be responsible for supervising all campers and will ensure students arrive on time for job shadows, presentations, and other camp activities. Counselors will be assigned specific campers to advise throughout the duration of the camp. Counselors will follow NEOAHEC guidelines and ensure students adhere to camp rules.

Examples of Principal Duties

- Create a safe and comfortable environment for all.
- Work professionally as a representative of NEOAHEC.
- Serve as a mentor to students during the camp.
- Complete counselor training, review of code of conduct, and sign attestation.
- Assure students adhere to the code of conduct.
- Monitor students' behavior.
- Ensure students are accounted for prior to departure from any camp activity.
- Ensure campers arrive on time for all activities.
- Know and follow dorm rules and emergency protocols and be able to review them with students.
- Cooperate with other counselors to ensure that at least one counselor is available until campers are completely settled and all lights are out.
- Provide daily feedback to the NEOAHEC staff regarding problems and concerns with students.
- Provide suggestions for future MedQuest camps and NEOAHEC programs.

Time Commitment

These are the times that campers will be participating in camp activities. Counselors may be asked to arrive early or stay late each day.

March 24, 2025: 9AM-5PM

March 25, 2025: 9AM-5PM

March 26, 2025: 9AM-7PM

March 27, 2025: 9AM-5PM

There will also be mandatory onboarding and training before camp. Details will be provided upon hire.

Salary

Counselors will be provided with \$250.00 total for the 4-day commitment. NEOAHEC will also provide meals during the camp.

Basic Skills Preferred

- Excellent verbal communication
- Ability to act in an approachable, yet authoritative manner
- Ability to practice patience
- Ability to respond quickly in an emergency
- Prior camp counseling experience is ideal

Experience Preferred

- Knowledge of First Aid, CPR, and experience and knowledge in health careers
- Prior experience working with students, including providing them with guidance, direction, and mentorship
- A strong background in leadership and organization
- Ability to communicate with adults about confidential information

Must have a current driver license and be comfortable driving vans or other large vehicles to transport students to job shadows and other activities in the La Grande and Island City communities.

Supervision Received

Camp Counselors will receive supervision from the NEOAHEC team. Counselors will communicate with campers and NEOAHEC staff via the Remind app.

Examples of behaviors that will not be tolerated

Counselors will be permanently removed as a MedQuest Counselor, will not receive payment, and will be held personally responsible for repercussions of any wrongdoings, including the following:

- Not treating staff, volunteers, or campers with respect
- Use of drugs or alcohol at any time during MedQuest Camp
- Illegal or unsafe driving behavior
- Physical discipline of youth
- Any abuse of youth