



JOB TITLE: Outpost Counselor
DEPARTMENT: Fowler Center
REPORTS TO: Outpost Coordinator
POSITIONS SUPERVISED: None
FLSA DESIGNATION: Exempt
EEO-1 REPORTING LEVEL: Professionals
DATE EFFECTIVE: 2/10/22
LAST REVIEWED: 2/10/22

I. JOB SUMMARY

The Outpost Counselor provides direct supervision and care for campers with disabilities who are enrolled in “The Outpost” summer program, which gives campers the opportunity to work on their independent and teamwork skills in nature, including living in platform tents.

II. DUTIES & ESSENTIAL JOB FUNCTIONS

Job Responsibilities:

- Provides direct supervision and care to campers which includes: daily hygiene routine, administering topical medication, and assisting during mealtime.
- Guides and teaches a range of outdoor activities such as cooking meals on an open fire and setting up tents.
- Complete and review all required paperwork to ensure proper documentation is occurring, which includes, clothing inventories, incident reports, activity logs, progress notes, and camper care charts.
- Tracks the personal belongings of assigned campers.
- Assists the Outpost Coordinator in planning daily program schedule, off-site adventure/camping trips, and weekly menus.
- Follows through with health and medical directives provided by medical staff.
- Ensures the cleanliness of the Outpost camp sites such as cleaning the cooking equipment and wash areas, garbage is properly stored, and outdoor bathrooms are clean.
- Communicates to the Outpost Coordinator all important camper information related to first-aid concerns, clothing needs, camper progress, behavioral concerns and the campers’ general health.
- Responsible for knowing and implementing policies and procedures established for camp staff and campers.
- Communicates clearly, respectfully and professionally with staff, campers, parents and volunteers.
- Participate in all training activities that are provided by the Agency for professional growth and skill development, including pre-camp orientation.
- Work in collaboration with other staff to make it a rewarding, safe, and positive camp experience for everyone.
- Creates a nurturing and positive environment that supports the mission and vision of the Agency.
- Performs other duties as assigned.



Work Schedule & Hours:

- Seasonal position that occurs over the course of 10 weeks during the summer camp program (beginning on **6/12/22** and ending on **8/19/22**).
- Be willing to work flexible hours, which includes nights and weekends.
- Stays in tents/cabins on site.

III. BASIC COMPETENCIES

Education and Experience:

- High School Diploma or equivalent required.
- At least 18 years of age.
- Maintain a valid driver's license and driving record that is acceptable and meets requirements of the agency's insurance carrier and CMH contracts.
- Preferred past experience with outdoor living skills (fire building, cooking outdoors, and setting up a tent).
- Past professional, educational, and/or volunteerism experience with youth or individuals with disabilities.
- Must meet the State's Moral Character standard.

Knowledge Requirements:

- Able to expressively and receptively communicate in order to complete necessary documentation relating to the camper's Plan of Service as required by partner agencies.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills and Abilities Needed:

- Must be able to spend majority of the time outdoors and tolerate a variety of weather conditions.
- Effectively communicate verbally and in writing.
- Manage time and multiple priorities, meets deadlines.
- Exercise professional judgement in making decisions.
- Complete assigned tasks in an efficient and effective manner.
- Perform physically active work requiring frequent standing, reaching, walking, bending, shoveling, pulling/pushing (up to 150 lbs.), climbing, and lifting (up to 75 lbs.), in order to perform various tasks.
- Must be able to participate in games, sports, and physical activities including water-based games and activities.
- Adhere to all applicable safety and health policies and procedures.
- Able to assist campers in an emergency (fire, evacuation, illness, or injury).

IV. JOB SETTING

The Fowler Center embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment.

Proudly Supported by MCHS Family of Services
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mchsmi.org



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thefowlercenter.org

The work environment described here is representative of that which an employee will typically encounter during a normal shift. Work may involve standing or walking for multiple hours during the work shift and may involve exposure to seasonal weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is responsible for overseeing duties and job functions as listed above.

V. OTHER INFORMATION

MCHS is an equal opportunity employer where employment is based upon personal capabilities and qualifications without discrimination because of race, ethnicity, religion, sex, age, marital status, national origin, disability, sexual orientation, veteran status, or any other protected characteristics as established by law. This policy extends to all policies and procedures related to the recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Furthermore, this description is a summary of the responsibilities, duties, skills, experience, abilities, and qualifications associated with this position. It is not an exhaustive list and may be changed at any time at the discretion of the CEO. Employment is still considered at-will in which MCHS or the employee may with or without notice, with or without reason terminate employment. MCHS reserves the right to modify job duties or job descriptions at any time.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date