



# **TOM SAWYER CAMPS**

## **INFORMATION GUIDE: ASSISTANT COUNSELORS**



# ABOUT TOM SAWYER CAMPS

Tom Sawyer Camps was founded in 1926!

Each summer we offer 9 weeks of outdoor, unplugged programming, Monday- Friday for campers 3 years old through 8th grade.

- We have 3 programs at camp:
  - Pre Camp:** 3 year olds - Kindergarten
  - Day Camp:** Kindergarten - 4th grade
  - Outpost:** : 5th grade - 8th grade
- **Directors and Assistant Directors** oversee each program and activity at camp and supervise all Counselors.
- We have 3 categories of Counselors who work at camp:
  - Junior Counselors:** Current 9th and 10th graders (unpaid)
  - ★ **Assistant Counselors:** Current 11th and 12th grader (paid)
  - Senior Counselors:** Current college freshman/equivalent or older (paid)
- **SALARY:** Counselor starting salary is minimum wage (currently \$16.11/hour).
- We have 2 different types of Counselor positions available across the three programs that are available to apply for. Hours listed are approximate and subject to change.

# CAMP DATES JUNE 12 - AUGUST 11

- Assistant Counselors work Mon-Fri and daily hours are determined by position (see next page)
- Assistant Counselors are required to have a current First Aid/CPR certification. TSC will offer classes during training week.

## TRAINING JUNE 3 - JUNE 10

- ALL Counselors are required to attend training before camp starts. Below is a tentative schedule. Different positions have additional required trainings.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				JUNE 1	JUNE 2	JUNE 3 
JUNE 4 	JUNE 5 	JUNE 6	JUNE 7 	JUNE 8 	JUNE 9 	JUNE 10 
JUNE 11	JUNE 12 					

 MANDATORY for ALL counselors

 Training that is required per position

- We strongly recommend staff try to keep the week and a half leading up to camp FREE so you are available if anything changes.

# COUNSELOR POSITION DETAILS

## GROUP COUNSELORS

- Assigned to a specific age group of (12-15) campers in Pre Camp, Day Camp, or Outpost. These counselors spend every day with this group, work with a Senior Counselor, and help lead the group through the daily schedule.
- These counselors are expected to participate in the activities with their groups when appropriate; including, but not limited to always fully getting in the pool and/or lake with their groups.
- Approximate daily hours would be either:  
**8:30AM-3:30PM** or **8:45AM-4:00PM**

## SPECIALIST COUNSELORS

- Assigned to a specific activity at camp, has extra specialized training in that activity, sees multiple groups and possibly multiple aged campers at their assigned activity everyday.
- Responsible for teaching and facilitating the assigned activities. Specialist Counselors positions are available at the following areas and the approximate hours are listed.

**Pool:** 9:00AM-3:00PM  
Lifeguard Certification Required

**Rock-wall:** 8:30AM-3:30PM

**Horses:** 9:00AM-3:45PM

**Lake:** 9:00AM-3:45PM  
Lifeguard Certification Required

**Activities:** 9:15AM-3:45PM

**High Ropes:** 9:00AM-2:30PM

**Archery:** 9:15AM-3:45PM

# ASSISTANT COUNSELOR REQUIREMENTS

**BEFORE APPLYING PLEASE MAKE SURE YOU  
MEET THE FOLLOWING CRITERIA**

- Currently a high school Junior (11th) or Senior (12th) at the time of application submission.
- Able to attend Mandatory Trainings and work the entirety of assigned dates, Monday-Friday.
- Able to attend all Staff Meetings: every other Wednesday evening after camp.
- Being fully vaccinated and updated on available/suggested boosters for COVID-19 is strongly recommended.
- Are able to provide your own transportation to and from camp daily.
- Are a US Citizen and are able to pass a Background Check.

# APPLICATION & HIRING PROCESS

## STEP 1 READ THIS GUIDE

Make sure you have read through this guide and can fulfill the requirements BEFORE you fill out an application.

## STEP 2 ONLINE APPLICATION

Fill out the online application completely and thoughtfully. Remember this application is our first impression of you. On the application you will select a Group Interview date (see below), find the link to send your references, etc.

**Group Interview 1:** January 7th, 10:00AM- 12:00PM (Saturday)

**Group Interview 2:** February 24th, 4:00-6:00PM (Friday)

**Group Interview 3:** March 25th, 10:00AM- 12:00PM (Saturday)

## STEP 3 INTERVIEW PROCESS

You will be contacted via email confirming your Group Interview date. After you have attended a Group Interview and submitted your references you may be invited to a Personal Interview. TSC Directors will reach out after this point.



# A FEW THINGS TO **EXPECT** FROM A JOB AT TOM SAWYER CAMPS:

**TO WORK HARD!** This is a hard and demanding position. It's outside, it's hot, it's dirty, and it's physical. Working with our campers requires energy, patience, and engagement. There is no use of technology during the camp day as our responsibility is to be present for our campers.

**TO LEARN!** The learning at camp is constant! Not just the skills you learn at training, but also an incredible list of skills that our counselors take with them and use in many different areas of their lives. No matter what your future interests are, the skills you learn at camp are transferable to all majors, jobs, etc.

**TO PLAY AND BE SILLY!** All our counselors play WITH our campers not just supervise. That means playing the games with campers, playing in the mud and getting dirty, singing silly songs, etc. Anything we are asking our campers to do, you as a counselor should expect to do as well.

**TO MAKE FRIENDS!** Camp is a wonderful community of like-minded people who will all share the incredible experience of being a Camp Counselor. This community is something that continues far after the summer. The more you put in the more you will get out.

**TO MAKE AN IMPACT!** Counselors have a rare opportunity to make a lasting impact on young campers. They will be looking to you for guidance, support, kindness, empathy, knowledge, silliness, fun, and more. Campers WILL remember for what you have done for years to come...so be ready to make a difference!

**TO HAVE FUN!** This is a HARD and sometimes exhausting position. If you are open to learning, trying new things, and growing it is one of the most FUN positions you can find! We want EVERYONE, campers and staff to have FUN!







