



# **TOM SAWYER CAMPS**

## **ASSISTANT COUNSELOR INFORMATION GUIDE**



# 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
- Within each program, campers are divided in to small groups based on their age/grade and follow a schedule of programs like Horseback Riding, Swimming, Archery, Rockwall, etc.
- **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)
- **JUNIOR COUNSELORS:** Please head to our Tom Sawyer Camps website under Programs for more information about the Junior Counselor Program: [www.tomsawyercamps.com](http://www.tomsawyercamps.com)



# CAMP DATES JUNE 10 - AUGUST 9

- All paid Counselors work Monday - Friday for the full 9 week summer, first 4 weeks, or second 5 weeks. Daily hours are determined by position.
- Counselors are required to have either a current First Aid/CPR certification or be Lifeguard Certified. TSC will offer classes prior to the start of summer.

## TRAINING JUNE 1 - JUNE 8

- ALL Counselors are required to attend training before camp starts. Below is a tentative schedule. Different positions have additional required trainings (see last page for specific details).

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				MAY 30	MAY 31	JUNE 1
						
JUNE 2	JUNE 3	JUNE 4	JUNE 5	JUNE 6	JUNE 7	JUNE 8
						
JUNE 9	JUNE 10					
						

-  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 (12-16) campers in Pre Camp, Day Camp, or Outpost. These counselors spend every day with this group, work with a partner counselor, and 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 age groups at their assigned activity everyday.
- Responsible for teaching and facilitating the assigned activities with support counselors. Specialist Counselors positions are available at the following areas and the approximate hours are listed.

**Pool:** 9:00AM-3:00PM

Lifeguard Certification Required

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

Has Additional Trainings Required

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

Has Additional Trainings Required

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

Has Additional Trainings Required

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

Has Additional Trainings Required

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

Lifeguard Certification Required

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

Has Additional Trainings Required

## PAY SCALE:

Approximate for 2024

### Assistant Counselors

- 1st Year AC-- \$16.93/hr
- 2nd Year AC-- \$17.07/hr

### Senior Counselors

- 1st Year SC-- \$17.93/hr
- 2nd Year SC-- \$18.25/hr
- 3rd Year SC-- \$18.35/hr
- 4th Year SC-- \$18.50/hr
- 5th Year SC-- \$18.75/hr

# **ASSISTANT COUNSELOR REQUIREMENTS**

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

- Assistant Counselors-Currently in 11th or 12th grade 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.
- Fully vaccinated and updated on available/suggested boosters for COVID-19 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.

## STEP 3 INTERVIEW PROCESS

- 1** After your application is submitted you will be contacted via email to schedule your initial TSC interview with one of our Directors.
- 2** After the initial TSC interview, you may be contacted to set up a second, personal interview. After which, TSC will contact/check references and then reach out regarding employment.

**NOTE** TSC will need your references submitted before any decisions can be made. TSC hires on a rolling basis.



# A FEW THINGS TO **EXPECT** FROM A POSITION 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!

# MANDATORY TRAINING DATES

## BY POSITION

Pre Camp & Day Camp Group Counselors:

- 6/1, 6/2, 6/8

Activity Counselors:

- 6/1, 6/3, 6/8

Outpost Group Counselors:

- 6/1, 6/2, 6/6, 6/8

Lake Counselors:

- 5/31, 6/1, 6/2, 6/6, 6/7, 6/8

Pool Counselors:

- 6/1, 6/2, 6/7, 6/8

Rockwall Counselors:

- 6/1, 6/2, 6/8

Horse Counselors:

- 5/31, 6/1, 6/2, 6/4, 6/7, 6/8

High Ropes Counselors:

- 6/1, 6/2, 6/8

Archery Counselors:

- 6/1, 6/7, 6/8

**NOTE: THESE ARE SUBJECT TO CHANGE.  
TIMES ARE DETERMINED CLOSER TO DATE.**

## OTHER TRAINING REQUIREMENTS

### FOR ALL COUNSELORS

Live Scan @ Office: must sign up for 1 date below

- 5/28, 5/29, or 6/3

Picking up TSC Gear: must sign up for 1 date below

- 5/28, 5/29, or 6/3

First Aid/CPR Class: must sign up for 1 date below

- 6/2, 6/4, 6/7, 6/9

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