



# **TOM SAWYER CAMPS**

## **ASSISTANT COUNSELOR INFORMATION GUIDE**

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# 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.tomsawycamps.com](http://www.tomsawycamps.com)

# 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 2025

### Assistant Counselors

- 1st Year AC-- \$17.50/hr
- 2nd Year AC-- \$17.64/hr

### Senior Counselors

- 1st Year SC-- \$18.53/hr
- 2nd Year SC-- \$18.86/hr
- 3rd Year SC-- \$18.96/hr
- 4th Year SC-- \$19.12/hr
- 5th Year SC-- \$19.37/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, starting week 1.
- Are able to provide your own transportation to and from camp daily.
- Willing and able to complete any certifications necessary for position. (For example Lifeguard Certification and/or First Aid/CPR)
- Are a US Citizen and are able to pass a Background Check.

# CAMP DATES **JUNE 16 - AUGUST 15**


- All paid Counselors work Monday - Friday for the full 9 week summer. There are some opportunities for half summer positions (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 6 - JUNE 14**

- 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
		June 3	June 4	June 5	June 6 	JUNE 7 
JUNE 8 	JUNE 9 	JUNE 10 	JUNE 11 	JUNE 12 	JUNE 13 	JUNE 14 
JUNE 15	JUNE 16 					

 MANDATORY for ALL counselors

 Training that is **mandatory** for specific 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.

# MANDATORY TRAINING DATES BY POSITION

## Day Camp Group Counselors:

- 6/7, 6/14

## Pre Camp Group Counselors:

- 6/7, 6/8, 6/14

## Outpost Group Counselors:

- 6/7, 6/8, 6/12, 6/13, 6/14

## Pool Counselors:

- 6/7, 6/8, 6/13, 6/14

## Horse Counselors:

- 6/6, 6/7, 6/8, 6/10, 6/13, 6/14

## Archery Counselors:

- 6/6, 6/7, 6/13, 6/14

## Activity Counselors:

- 6/7, 6/11, 6/14

## Lake Counselors:

- 6/7, 6/8, 6/12, 6/13, 6/14

## Rockwall Counselors:

- 6/7, 6/8, 6/14

## High Ropes Counselors:

- 6/7, 6/8, 6/14

**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

- 6/3, 6/4, or 6/9

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

- 6/3, 6/4, or 6/9

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

- TBD

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

# 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.
- Pro Tip: Check with family and school to make sure any vacation or school dates will not conflict with camp dates.

## STEP 2 ONLINE APPLICATION

- Fill out the online application completely and thoughtfully. Remember this application is our first impression of you.
- Make sure to copy the reference link during the application to send to the people you selected to be a reference for you.
- You will receive an email shortly after your application submission with more details about a possible interview.

## STEP 3 INTERVIEW PROCESS

- 1** After your application is submitted you will be contacted via email to schedule an initial TSC interview with one of our Directors. Typically these are 30-40 minutes in length done via zoom.
- 2** After the initial TSC interview, you will receive a second email with one of the following responses:
  - a thank you for your time, but we are moving in another direction,
  - an 'on hold' email when we may not have space currently but will reach out if that changes,
  - or you may be contacted to set up a second, longer, personal interview.
- 3** After a personal interview, TSC Directors will reach out to the references listed, discuss applicants, and then reach out with either an employment offer, an 'on hold' email, or a 'no thank you' email. This process may take up to 2 weeks.



# 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!



