



PISGAH ASTRONOMICAL
RESEARCH INSTITUTE
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Summer 2024 Counselor Job Application

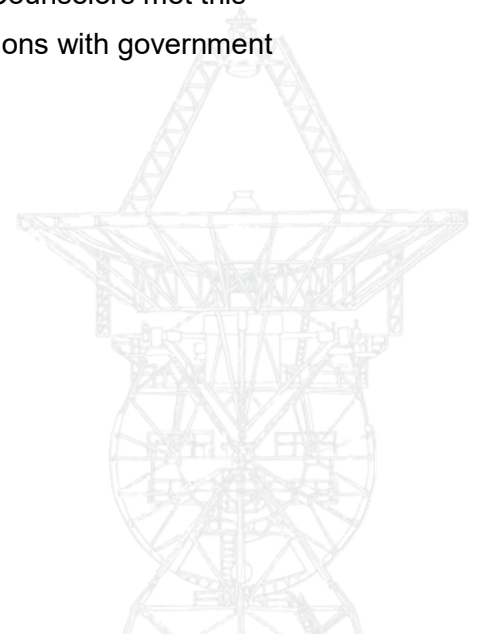
Welcome to the launch of our summer 2024 programs, and thank you for your interest in making PARI your home for the summer! After over two decades of supporting the research and projects of extraordinary undergraduates during our summer season, we have found that the most rewarding experiences have been reported by those who have become involved in the camps and workshops offered to younger students. When they have taken responsibility for an aspect of curriculum like breaking news in astrobiology, an instrument like a radio telescope, an activity like building and launching model rockets, or even guiding morning jogs through the trails on the site, they become a part of the inspiration PARI sparks in others and feel a sense of ownership over a facility that has shaped lives.

So, our summer positions combine the best of all of this. We'll be looking for candidates who are interested in taking on two roles. Part of the summer will consist of hands on education, research, and recreational activities with campers and becoming a role model and guide for their exploration of STEM and space science. These counselors will also have the opportunity to plan their own research or project while taking advantage of PARI facilities, instruments and the support of its staff.

We also wish to affirm our commitment to the health and safety of our staff and campers. During the last few years the necessity to adjust our procedures to keep campers and staff safe in the midst of COVID-19 required changes throughout the summer. Counselors met this challenge and rose to the occasion! We'll continue to align our operations with government requirements and best practices to ensure a safe environment.

One PARI Drive
Rosman, NC 28772

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FAX 828 862 5877





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In this document you will find:

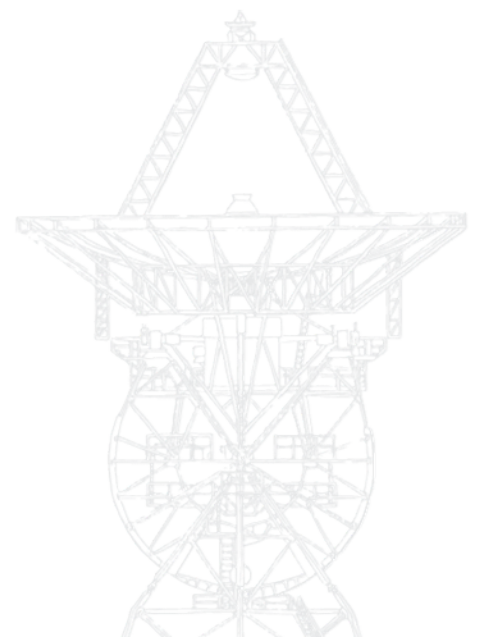
1. The description and duties of the Camp Counselor position
2. The expectations and requirements for research or projects

To apply:

- Read this package fully
- To get started, email your resume to: tdelisle@pari.edu with the subject line: 2024 Summer Counselor Application

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Job Description

Job Title: Camp Counselor

Dates of Employment: June 1st, 2024 through August 10th, 2024

Classification: Nonexempt

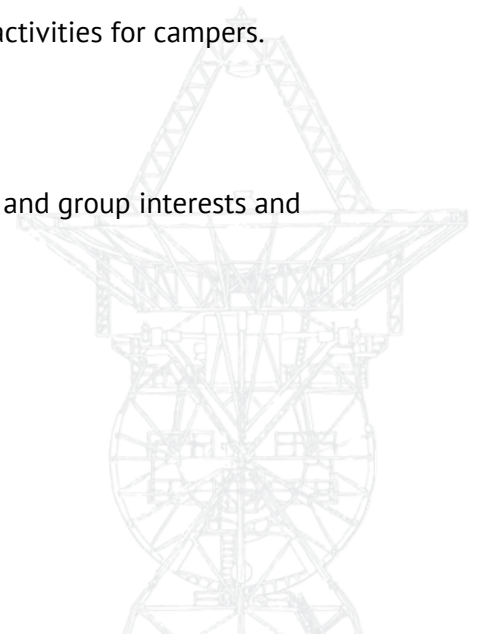
Reports to: Camp Directors & other PARI Staff

Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living.

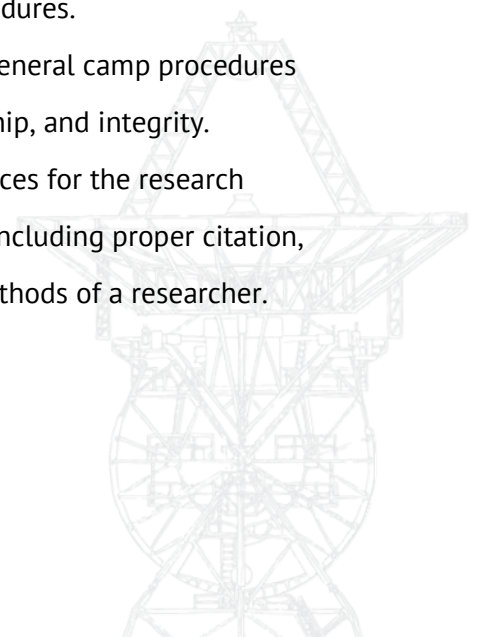
Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities, and throughout the camp, in order to meet the intended camper outcomes.
 - a) Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
 - b) Assure campers are supervised at all times.
 - c) Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers.
 - a) Assist or lead in the teaching of activities.
 - b) Actively participate in all program areas assigned.
 - c) Provide for the progression of activities within individual and group interests and abilities.





- d) Assist in extracurricular activities such as water recreation, nature and hikes, arts and crafts, travel and field trips, etc., as directed.
- 3. Maintain high standards of health and safety in all activities for campers and staff.
 - a) Provide the daily care of each camper within your supervision including recognition of personal health & hygiene needs.
 - b) Ensure that campers receive their medications as directed by a health care manager.
 - c) Be alert to camper and staff physical and mental health needs and assist them. Discuss with camp health manager and/or resident camp director when appropriate.
 - d) Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
 - e) Supervise campers while they are passengers in vehicles, ensuring their safety and a proper driving environment for the vehicle driver.
 - f) Take proper action in the event of an intruder, unauthorized guest, or active threat at the camp.
 - g) Be prepared to lead campers, staff, and any other present groups through the actions of an emergency plan in the event of an emergency.
 - h) Be prepared to take appropriate action in the event of a lost, missing, or runaway person.
- 4. Be a role model to campers and staff in your attitude and behavior.
 - a) Follow and uphold all safety and security rules and procedures.
 - b) Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, sportsmanship, and integrity.
 - c) Follow and uphold academic standards and ethical practices for the research performed and work produced by yourself and campers, including proper citation, respect of copyright, and modeling the behaviors and methods of a researcher.



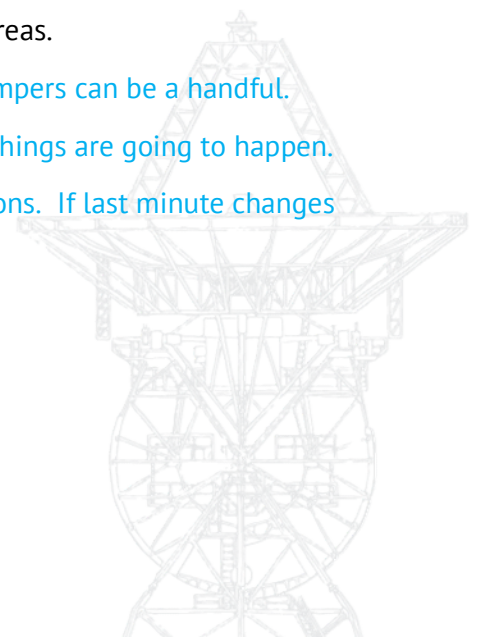


Other Job Duties:

1. Contribute to verbal and written evaluations and communication as requested.
2. Participate enthusiastically in all camp activities, planning, and leading those as assigned.
3. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
4. Assist with some aspects of meal preparation and cleanup as directed.
5. Some summer staff will receive Wilderness First Aid training. They will be responsible for maintaining, transporting, and administering first aid during outdoor activities or elsewhere when directed.
6. Some summer staff will receive Servsafe food safety training. They will be responsible for the oversight of staff during some kinds of food preparation and service.
7. All summer staff will sleep in assigned quarters every night that camp is in session and will adhere to the same wake up and lights out times as campers except in special circumstances where astronomical viewing or events changes these times.
8. *Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.*

Knowledge, Skills, and Abilities:

1. Understand the development needs of youth.
2. Be able to relate to campers and staff in a positive manner.
3. Demonstrate knowledge and skill in designated camp program areas.
4. **BE CHILL** ❄️ – Camp can be a stressful environment at times. Campers can be a handful. Schedules and procedures are going to change and unexpected things are going to happen. Be able to adapt as things happen and roll with changing situations. If last minute changes stress you out this might not be the right fit for you.





Relationships:

Counselors generally have regular working relationships with kitchen staff, program specialists, business, and maintenance staff.

Physical Aspects of the Job:

1. Ability to communicate and work with the ages and skill levels of participating groups and provide necessary instruction.
2. Ability to observe camper behavior, assess its appropriateness, and enforce appropriate safety regulations, emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, and take appropriate action, or communicate observations to appropriate supervisory staff.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers through all assigned activities.

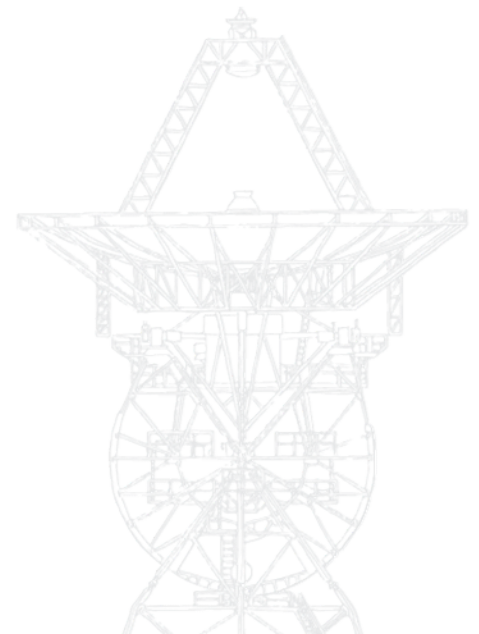
Some physical aspects of a counselor position could be endurance, including prolonged standing, bending, stooping, walking long distances, hiking, climbing, stretching, swimming, and being in deep or moving water. Requirements may include hand-eye coordination and manual dexterity to manipulate outdoor equipment, a range of hearing and eyesight sufficient to record, prepare, observe, and communicate appropriate camper activities/programs, and the ability to lift or carry up to 50 pounds. You must be willing to live in a camp setting and work irregular hours sometimes dictated by weather or astronomical events with limited or simple equipment and facilities with daily exposure to the sun, heat, rain, and animals such as bugs, snakes, bats, space aliens, etc.



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Qualifications: (minimum education and experience)

1. Must be at least 18 years of age and a high school graduate.
2. Must be able to obtain or become certified in First Aid, CPR, AED, and Wilderness First Aid (provided in training after hire)
3. Must submit health history record and examination form prior to first day of work, to include:
 - a. A record of up to date immunizations that includes all immunizations required for school, and a date of last tetanus shot. A physician statement, government immunization report, or school immunization report are acceptable.
 - b. A record of allergies and dietary restrictions.
 - c. Description of any current physical, mental, emotional, social health, developmental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while in the position.
4. Ability to interact with all age levels.
5. Must agree to and pass a background check.
6. **Must agree to and fully adhere to any COVID19 related guidelines or requirements from governmental bodies to which PARI is subject, or from the American Camp Association, of which PARI is a member. This may include restrictions that effect you during time off and may limit movement and travel beyond the PARI site if quarantine is in place.**





Compensation and Benefits

Summer Counselors will receive:

- Lodging and meals for the full duration of their employment.
- Stipend of \$2,500, or a prorated amount if less than the full duration of the summer season described in this document is worked.
- Mentorship from PARI staff on projects and research.
- Access to facilities, equipment, and data for the purposes of projects and research. This access may be extended beyond the employment period at the discretion of PARI staff.

Project and Research Expectations

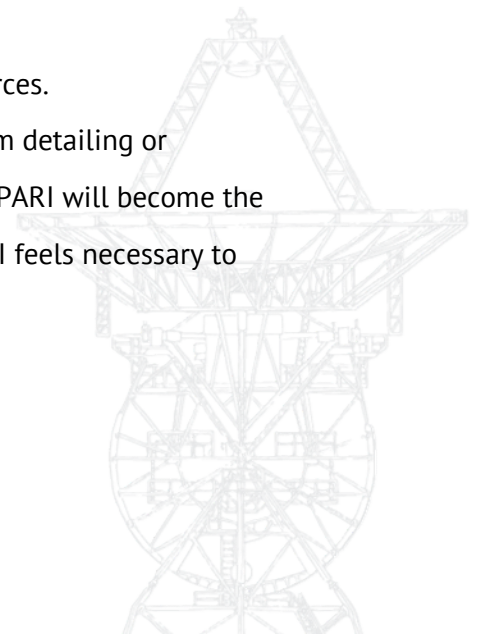
As a summer counselor, you will be expected to conduct research or a project, to be referred to as “project” for the purposes of this document.

This project must:

1. Be of value to you in your academic or professional life.
2. Be of value to PARI by producing objects, resources, procedures, data, or conclusions that align with PARI’s camp, educational, or research missions.

This project may include any or all of the following:

- Creation of a project proposal outlining the course of study and research and final deliverable result.
- Establishment of tasks, goals, learning outcomes, and timeline.
- Sessions of training on relevant instruments, processes, or resources.
- Creation of a poster, report, display, presentation, or physical item detailing or exemplifying the work completed. Any such items submitted to PARI will become the property of PARI and may be displayed or shared in any way PARI feels necessary to promote or share the work and projects conducted.





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- Submission of work to conferences or publications with credit given to you as the researcher and PARI as the sponsoring organization.
- At your request, submission of paperwork to an educational institution confirming your work.

The project may be on a variety of topics not restricted to those directly tied to astronomy and space science. Examples include:

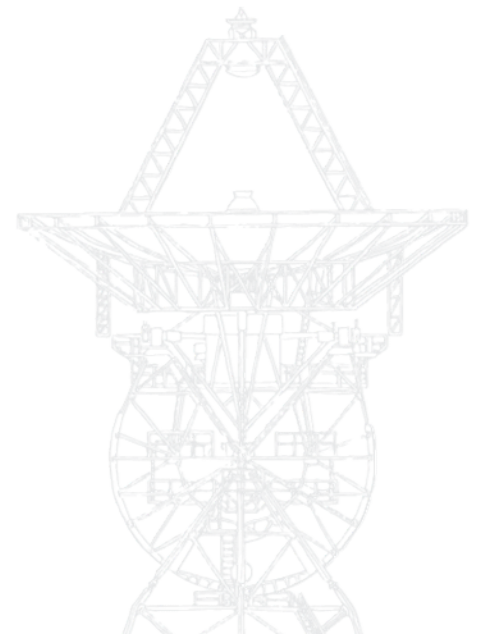
- Other STEM disciplines.
- Outdoor education and leadership.
- Topics relevant to summer camp activities and experiences.
- Topics relevant to STEM education, promotion, and public outreach.
- Enhancement of indoor and outdoor experiences and exhibits at PARI.

Along with your application, include (not to exceed one page):

- ✓ A summary, proposal, or *idea* of what you hope to research, or the type of project you would be interested in conducting. It's ok if you only have a rough idea, this is a starting point.
- ✓ Your specific interests and skills pertaining to this research or project.

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Frequently Asked Questions

Q. Are the arrival and departure days flexible?

A. PARI is often able to accommodate changes in arrival or departure dates for summer staff so long as sufficient notice is given.

Q. Can I take time off the during the summer camp season?

A. Other than normally scheduled days off during the week and breaks between camp sessions, we are unlikely to be able to accommodate time off during a camp session.

Q. I need to take a flight to get to PARI. Can you get me from the airport?

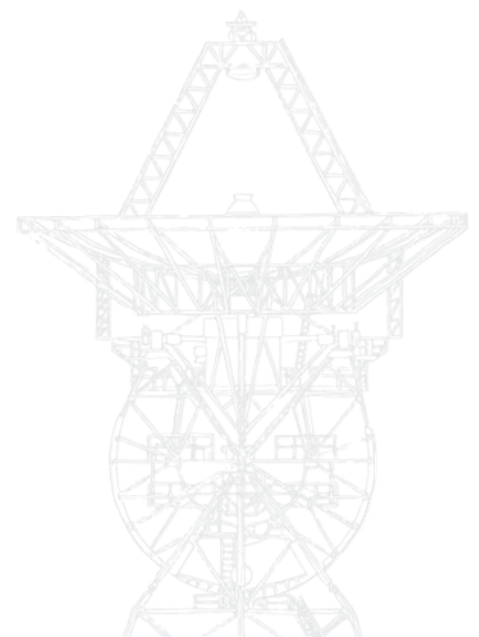
A. We regularly pick up summer staff from the airport in Asheville, North Carolina, airport code, AVL. We encourage booking flights early as Asheville is a tourism heavy area. We will do our best to accommodate flights into other nearby airports, but please check with us before booking a flight to anywhere other than Asheville.

Q. Can I have guests while I am living in PARI lodging?

A. Any guests must be cleared ahead of time by PARI security and may be required to pass a background check before coming on the PARI site. Between camp sessions guests can generally be accommodated. While campers are present on campus guests are discouraged and might not be allowed on site.

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Q. Can I leave PARI when not on duty?

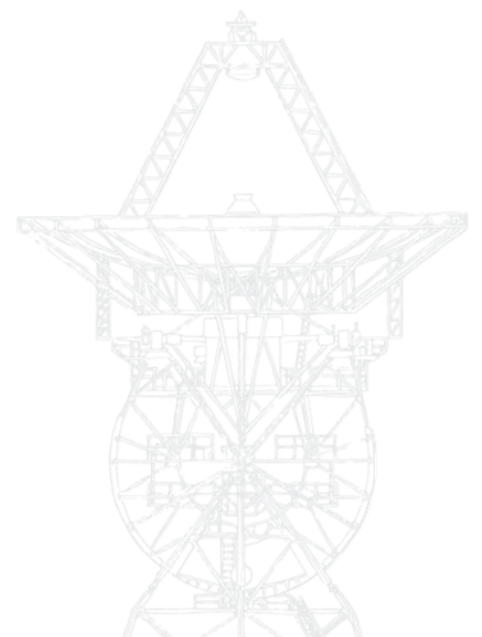
A. So long as there is not a COVID19 related quarantine in place or other government requirement that would not allow you to leave, you may come and go as you please when not on duty. You are required to sleep in your assigned quarters and adhere to lights out and wake up times every night that camp is in session even if you had the preceding day or have the upcoming day off.

Q. What if I don't know what to do for my research or project?

A. Just let us know, we can help you come up with ideas. For 2024, PARI is particularly interested in projects that teach in detail about a specific scientific topic. We are looking for an explanation not only of the topic itself, but how it was discovered and how understanding about it was gained. For a model to follow for this type of project, please see www.keplersdiscovery.com

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Q. Do I need any books, equipment, supplies, etc?

A. Many of the materials and equipment you need to perform your job as a counselor are provided by PARI. However, there are some things you should make sure to bring:

- ✓ A laptop if you have one.
- ✓ Flashlight and extra batteries.
- ✓ Rain gear and clothing you can layer (temperatures can range from 50°-90° on some days with rain most afternoons)
- ✓ Shoes appropriate for hiking
- ✓ Day pack or bag appropriate for hiking and field trips
- ✓ Water bottle
- ✓ Swim suit & water shoes
- ✓ Bug Spray
- ✓ Sun Screen
- ✓ Laundry Detergent
- ✓ Linens (sheets, towels, washcloths, pillow & pillow case, blanket, etc.) *We know these items can be bulky to bring if you are flying. If you cannot fit them in your luggage please let us know and we can provide some.*
- ✓ Toiletries, a plastic tote is suggested for them as showers and bathrooms will be shared. Shower shoes or flip flops are also recommended.
- ✓ If you bring your own snacks, they must be stored in sealable container. Snacks containing peanuts or tree nuts may not be allowed to be in buildings with campers.
- ✓ Any medications, prescription or over the counter, will need to be kept in our Nurse's Station and cannot be kept in your room while campers are present.

