



**Position:** Junior Camp Counselor

**Supervisor:** Summer Camp Director

**Hours:**

May 31-June 3 10am-1pm

June 6-June 9 10am-1pm

June 13-August 5, Monday-Friday, 8:30am-3:30pm

**General Function:** The Junior Camp Counselor reports to the Lead Counselor, the Summer Camp Director and the Director of Student & Family Engagement in that order and is responsible for aiding in the supervision of all camp participants ages 7-12. Junior Camp Counselors will be responsible for assisting the Lead Counselors in daily administration of the Summer Camp Program, including ensuring the well-being and safety of all participants, administering games and activities, providing daily feedback to the Camp Director, filling out paperwork and maintaining daily logs and maintaining a fun and safe environment for the participants.

**Essential Functions:**

- Assist in the oversight of a group of campers and attend to their needs and report behavior problems to a Camp Counselor/Lead Counselor.
- Assist in organizing, collecting, and transporting necessary supplies to the various areas.
- Assist in organizing and supervising crafts, games, sports, and other camp activities.
- Assist in the clean-up of all activities and day camp program areas including protecting park, recreation and school facilities and equipment from abuse or damage by campers and staff.
- Report defective equipment/supplies to the Camp Counselor/Lead Counselor and ensure the proper use and safety of all equipment.
- Assist in the enforcement of established rules to ensure safety of campers and staff.
- Attend and contribute to weekly staff huddles and required trainings.
- Adhere to established schedules and work assignments.
- Be able to work and communicate well with a variety of age groups
- Be able to supervise by being able to see, hear, assess and direct the students and staff in their care to appropriately respond to behavior and respond to health and safety concerns.

**Expectations:**

- Act in a positive and professional manner with campers, parents, and peers.
- Commit to building a safe, child-focused community.
- Take initiative to analyze and solve problems, ideally before they happen!

- Be flexible and ready to meet changing work needs and demands.
- Be open to feedback and desire to grow professionally.

**Experience & Qualifications:**

- Must be at least 16 years old
- Must possess a work permit
- No experience necessary
- CPR and 1st Aid certifications (training will be provided)
- Flexible and mature, with ability to be self-motivated
- Ability to relate to peers as well as youth effectively

**Physical Requirements/Work Environment:**

- Visual and auditory ability to observe and to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to assist in leading and interacting in group activities and perform related physical skills.
- Ability to stand, walk, sit, stoop, kneel, or crouch. Ability to climb, push, and pull.
- Ability to lift and carry objects up to 20 pounds.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.

**Employee Name (printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

**Date Reviewed with Supervisor:** \_\_\_\_\_

**Employee Initials:** \_\_\_\_\_ **Supervisor Initials:** \_\_\_\_\_