



**Position:** Summer Camp Counselor

**Supervisor:** Summer Camp Director

**Dates/Hours:**

June 16<sup>th</sup> -July 24<sup>th</sup> (includes training)

Monday-Thursday, 8am-4:30pm

**General Function:** The Summer Camp Counselor will be responsible for the day-to-day activities of their assigned group. Major responsibilities will include planning & scheduling activities alongside the Summer Camp Director, ensuring they have the necessary materials & plans for the day. This position requires strong leadership, organizational supervision, communication, and creative qualities.

**Responsibilities:**

- Supervision of campers & Junior Counselors.
- Plan, prepare, and facilitate daily, age-appropriate programs.
- Maintain a clean and safe environment.
- Responsible for timely completion of any paperwork and reports, establishing daily and weekly schedules assigned group.
- Coordinate use of supplies and equipment. Keep daily inventory and inform the Summer Camp Director of supply and equipment needs.
- Build relationships with parents or campers.
- Provide appropriate support and leadership for Junior Counselor.
- Use established system for communication with other staff (emails, huddles).
- Be able to communicate and work well with other members of the team.

**Essential Functions:**

- Be able to assist with the training of Junior Counselor assigned to their group.
- 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.

**Qualifications:**

- At least 16 years of age
- Experience as a group counselor or staff member in a camp setting (experience at programming in a camp setting preferred).
- Experience and knowledge of early child development and programming.
- Ability to speak to large groups effectively.
- Experience planning and facilitating large group programming.
- Strong organization with an ability to multitask.

- Flexible and mature, with the ability to be self-motivated and work with minimum supervision.
- Ability to relate to peers as well as youth effectively.
- CPR and First Aid certified (can be obtained upon hire).

**Skills:**

- Project Management - Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.
- Quality Results - Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
- Change Capacity - Acts on change as an opportunity for personal growth and work enhancement rather than viewing it as a problem to be avoided or resisted.
- Influence - Employs influence strategies that engage, inspire, and build commitment to the cause and overall goals of the organization.
- Decision-making - Makes sound decisions/judgments based on input from others, data, and feedback. Also identifies and utilizes new courses of action when encountering obstacles or problems.
- Developing Others - Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.

**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.
- Ability to lead and interact 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:** \_\_\_\_\_