



Summer Camp Counselor Job Description

Hours: 40 hours per week, Monday- Friday, June- August

Status: Seasonal

Reports to: Summer Camp Director

Pay Rate: \$15.00 - \$17.00 per hour

Revised: 1/2024

General Summary:

Successful camp counselors exhibit characteristics of responsibility, dependability, leadership, patience, punctuality, hard work, sense of humor, self-control, integrity, common sense, good judgment and a positive enthusiastic attitude. Summer Camp counselors are responsible for the care and safety of participants (aged 5 – 15) in the summer camp program, including activity planning, implementation and supervision, facility preparation and consistently maintaining a safe environment. Camp counselors provide activities, guidance and supervision to campers in a variety of settings including the camp's base of operation, aboard transportation and while visiting a variety of field trip locations.

Essential Functions:

- Serve the campers as a positive role model.
- Prepare weekly activity plans in accordance with curriculum objectives and program philosophy.
- Meet the emotional, social, physical and cognitive needs of each child.
- Maintain a safe and healthy environment.
- Maintain open communication and communicate clearly, both orally and in writing, with a variety of stakeholders including children, parents, staff and supervisors.
- Report any suspected abuse to supervisor.
- Maintain confidentiality.
- Write reports as directed.
- Maintain cleanliness of all facilities that the program uses for its operation.
- Perform duties in a variety of settings including, but not limited to, offices, classrooms, indoor gymnasiums, outdoor fields, waterfront, and field trips to different locations.
- Perform other related duties as required, directed, or as a situation dictates.
- Regular attendance on scheduled work days is required.
- Attend scheduled pre-camp and in-service staff meetings and trainings.

Desired Qualifications:

- Must be at least 16 years old
- Experience working with children ages 5-14.
- CPR/ First Aid certified preferred
- Demonstrate creativity, ability to motivate children, positive attitude
- Excellent role model
- Good communicator
- Ability to follow directions and finish tasks as assigned
- Flexible and a team player

Knowledge of:

- A variety of games, sports, activities, riddles, songs, and arts & crafts that children will enjoy participating in.
- Positive behavior management techniques.
- Water safety

Ability to:

- Build positive and respectful relationships with children.
- Plan, coordinate, direct and implement programming, for both individuals and groups, in accordance with curriculum objectives and program philosophy.
- Effectively handle an environment which involves sensitive situations with participants, families, staff and volunteers.
- Maintain a professional level of confidentiality with the population being served.
- Meet the emotional, social, physical and cognitive needs of each child.
- Maintain a safe and healthy environment.
- Report any suspect abuse to supervisor.
- Use independent judgement and personal initiative in the performance of duties and in the absence of supervision.
- Work cooperatively and collaboratively as part of a team.
- Communicate clearly, both orally and in writing, and maintain effective relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee may also be asked to engage in physical activities that relate to the programs within reason, such as sports and modified games, long walks on trips, etc.

The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If unable to work the hours scheduled, the employee is required to contact their supervisor via phone and not email, making every effort to speak in person, with a valid reason, so coverage can be found.