



#### Job Description: Senior Camp Counselor/Summer

Summary: Senior Camp Counselor reports directly to the Camp RAD director and owner, Kelly Degorski and is responsible for the primary supervision of all camp participants. Senior Camp Counselors will be responsible for the 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 Kelly Degorski, filling out paperwork and maintaining daily logs, and creating a fun and safe environment for the participants. The Senior Counselor is also charged with supervising the Junior Camp Counselors as well as the Counselors-in-Training.

Requirements: Must be at least 18 years or older. Maintain a valid Adult and Child CPR/AED/First Aide Certifications as well as be a strong swimmer. Must pass state background criminal, child abuse and FBI clearances. Must be available to work Monday – Friday, 8:45am- 3:30pm. Must be able to attend the mandatory counselor training session on Saturday, June 1<sup>st</sup> 9am-12pm and our Camper/Parent Meet N Greet Saturday, June 8<sup>th</sup> 8:30am to 12:00pm.

Qualifications: Previous work with summer camps or interaction with large groups of children. Experience and or an interest in the field of education and as well as a general knowledge of Kids Camp and Youth Summer Activities preferred. Outgoing and energetic personality.

#### Job Responsibilities:

- Responsible for the direct supervision of Junior Camp Counselors and Counselors-in-Training.
- Ensure that campers at all times are supervised and maintain a safe and enjoyable camp environment.
- Act as a leader for all Junior Counselors and Counselors-in-Training (CIT's), providing them with instructions for daily activities.
- Maintain a well-organized system that tracks each camper's medical conditions as well as photo release restrictions.
- Keep track of supplies for camp and convey any camp needs to the Camp RAD director
- Perform head-counts of participants throughout the day.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.).
- Follow all protocol found in the camp standard operating procedure.
- Interact with parents/guardians during drop-off and pick-up times.
- Assign duties for daily set-up and clean-up of the camp area.
- Carrying/keep track of activity supplies throughout campus as well as off site.

Skills Required: Public speaking, leading small groups, and works well with peers and young children.

- Personal cell phones are prohibited during camp hours.
- This job description in no way states or implies that these are the only duties to be performed by this employee.
- He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.
- Counselors receive a bi-weekly paycheck. Hourly rate depends on experience and position. Deductions will be made for any absence.