



## Job Description

### Junior Camp Counselor/Summer

**Summary:** Junior Camp Counselor reports directly to the Senior Camp Counselors and/or the Camp RAD Director/Owner Kelly Degorski and is responsible for aiding in the supervision of all camp participants. Junior Camp Counselors will be responsible for assisting the senior 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, completing paperwork and maintaining daily logs, and providing a fun and safe environment for the participants.

**Requirements:** Must be at least 15 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 and child abuse clearances. Must be available to work Mondays – Fridays, 9am- 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.

**Supervisor:** Directly responsible to Senior Camp Counselor

#### Job Responsibilities:

- Ensure campers are supervised at all times; maintain a safe and enjoyable camp environment.
- Aid senior counselors in tracking each camper's medical conditions as well as photo release restrictions.
- Keep track of camp supplies & convey camp needs to Youth Programs Director
- Complete head-counts of participants throughout the day.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.).
- Follow 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 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.