



Day Camp Counselor Job Description

Under the direct supervision of the Day Camp Coordinator, the Day Camp Counselor is responsible for planning, organizing, and conducting camp activities, as well as supervising children during camp hours.

Qualifications

- Knowledge and ability to creatively plan, organize, and conduct a wide variety of age-appropriate activities for children.
- Able to supervise children in a group setting.
- Knowledge of First Aid/Blood Borne Pathogens.
- Enthusiastic, creative, and resourceful.
- Must be at least 16 years old.
- Willing to become CPR certified.

Duties and Responsibilities

- Supervise children and participate in all activities for your assigned group.
- Ensure the safety of all campers at all times.
- Maintain discipline within your group.
- Submit weekly lesson plans if assigned.
- Check out and keep track of all necessary equipment. Reports on all damaged or lost equipment to Day Camp Coordinator.
- Accept written communication from parents or guardians and give them to the coordinator.
- Keep accurate attendance records.
- Keep the coordinator informed of all discipline problems, situations which involve the application of First Aid, and any other important matters that may arise. Fill out the appropriate forms.
- Attend all staff meetings, field trips, and training sessions.
- Maintain good relations with community and staff.
- Must perform assigned tasks in a safe manner and follow safety policies and procedures.
- Performs other duties as assigned.
- Must display a respectful, responsible, and reliable demeanor.
- Must be able to work occasional before and after care hours in addition to regular shift.

Psychological Considerations

- Must be a positive role model for campers and fellow staff.
- Must be able to work well with others.
- Must have the ability to both give and take orders.
- May have to deal with stressful situations.

Physiological Considerations

- Must have the endurance to keep up with an active day with young children.
- May encounter long periods of sitting, standing, walking, reading, and writing.
- May be exposed to varying degrees of lighting and temperatures in various facilities.

Environmental Considerations

- May be exposed to varying weather conditions.
- May be exposed to bee stings and other insect bites.

Cognitive and Safety Considerations

- Must be organized and able to follow and carry out directions.
- Must show safety awareness and good judgment.
- Must exhibit good problem-solving ability, be flexible, organized, and use good judgment.

Department: Recreation
Reports to: Day Camp Coordinator
Pay Grade: Seasonal (25 - 30 hours per week)
Salary: \$15.00 per hour