

Position: Summer Program Counselor in Training

Responsible To: Recreation Manager, Camp Director, CIT Director, Sr Counselor

Qualifications:

- Must be at least 13 years of age or entering 8th grade in the fall
- Previous background in babysitting or attending/volunteering at summer camp
- First Aid and CPR Certification or Babysitter Training preferred

Duties and Responsibilities:

- Read and understand the Counselor in Training Manual for your camp
- Report for camp by 8:30 AM every day
- Attend all necessary classes and meetings
- Assist Counselors, Senior Counselors and Specialists in preparing for and providing daily activities and special events
- Develop a good working relationship with co-workers and treat everyone with respect
- Work hard and with enthusiasm at all times
- Understanding of and respect for children with a variety of abilities
- Assist, when necessary and/or assigned, with swimming or water play activities
- Participate in all activities, and motivate campers through example

Being a Counselor in Training is a rewarding experience. As a Counselor in Training, you will be able to watch how Counselors and Senior Counselors interact with the campers. Ask them questions about planning group activities or how to handle difficult situations. The knowledge and skills that you receive as a Counselor in Training will aid you in becoming a better Counselor in future years.

As a Counselor in Training, be professional in all of your interactions with campers. Remember, you have chosen to be a role model and leader for campers. You will assist the Counselors, Senior Counselors, and Specialist in planning and providing activities for campers. You will not solely be responsible for a group of children, or disciplining campers, but you will be able to assist the Counselors in these areas. If problems arise, tell one of the Counselors immediately so they can help you handle the situation.

If you are having problems with the Counselors that you are assigned to helping, first talk to them and see if you can work the problem out. If there is still a problem, talk to your Director.

As a Counselor in Training, you are held to knowing and abiding by the rules, policies, and procedures at your camp. If for some reason you are not able to abide by the rules, you will no longer be able to continue as a Counselor in Training.

Counselors in Training will be evaluated at the end of their session. Enjoy your time as a Counselor in Training.

Position: Summer Program Junior Counselor

Responsible To: Recreation Manager, Camp Director, Assistant Director, Specialists, and Senior Counselor

Qualifications:

- Must be at least 15 years of age and at least 3 years older than campers they supervise
- Possess previous background (education, employment, training) as a Counselor-in-Training or Junior Counselor, or experience attending camps or babysitting
- Current First Aid and CPR Certification

Duties and Responsibilities:

- Read and understand the Seasonal Employee Manual, the Policies and Procedures Manual, and the Parent Handbook for your camp
- Report for work at least 15 minutes before the campers arrive
- Develop a good working relationship with co-workers and treat everyone with respect
- Assist Senior Counselor in checking and getting supplies needed for daily activities
- Assist Senior Counselor/Specialists/ Directors with organizing and running Special Events
- Assist Senior Counselor with discipline, program planning and implementation of daily activities for your assigned group
- Be responsible for and demonstrate good judgement in knowing health and safety issues and the whereabouts of campers at all times
- Overall supervision of a group of campers
- Assist, when necessary and/or assigned, with swimming or water play
- Work hard and with enthusiasm at all times
- Participate in all activities with your campers and motivate campers through example
- Keep language camp appropriate and leave personal issues at home
- Spend time with all of your campers throughout the day
- Help facilitate friendships between campers and ensure campers are being nice to each other
- Be alert, conscientious and sincere regarding the personal comfort and welfare of ALL campers
- Be aware of allergies and special comments for each camper in your group
- Assist with basic first aid, water breaks, bathroom breaks and reminders about sunscreen for your group
- Understanding of and respect for children with a variety of abilities
- Work closely with the Inclusion Facilitator and Inclusion Aides in assigned group to assure the appropriate adaptation of activities for ALL campers
- Talk with parents and let them know about their child's day
- Clean up after all activities and at the end of the day before leaving
- Be a positive role model for CIT's that are assisting with your group
- Attend staff meetings as necessary
- Report all problems to the Senior Counselor or Directors
- Work at Extended Day when scheduled
- May be asked to assume the responsibilities of a Counselor in their absence or perform other duties as necessary

Position: Summer Program Counselor

Responsible To: Recreation Manager, Camp Director, Assistant Director, Specialists, and Senior Counselor

Qualifications:

- Must be at least 16 years of age and at least 3 years older than campers they supervise
- Possess previous background (education, employment, training) as a Counselor-in-Training or Junior Counselor, or experience attending camps or babysitting
- Current First Aid and CPR Certification

Duties and Responsibilities:

- Read and understand the Seasonal Employee Manual, the Policies and Procedures Manual and the Parent Handbook for your camp
- Report for work at least 15 minutes before the campers arrive
- Develop a good working relationship with co-workers and treat everyone with respect
- Assist Senior Counselor in checking and getting supplies needed for daily activities
- Assist Senior Counselor/Specialists/ Directors with organizing and running Special Events
- Assist Senior Counselor with discipline, program planning and implementation of daily activities for your assigned group
- Be responsible for and demonstrate good judgment in knowing health and safety issues and the whereabouts of campers at all times
- Assist Senior Counselor with accurate attendance record keeping on a daily and weekly basis
- Overall supervision of a group of campers
- Assist, when necessary and/or assigned, with swimming or water play
- Work hard and with enthusiasm at all times
- Participate in all activities with your campers and motivate campers through example
- Keep language camp appropriate and leave personal issues at home
- Spend time with all of your campers throughout the day
- Help facilitate friendships between campers and ensure campers are being nice to each other
- Be alert, conscientious and sincere regarding the personal comfort and welfare of ALL campers
- Be aware of allergies and special comments for each camper in your group
- Assist with basic first aid, water breaks, bathroom breaks and reminders about sunscreen for your group
- Understanding of and respect for children with a variety of abilities
- Work closely with the Inclusion Facilitator and Inclusion Aides in assigned group to assure the appropriate adaptation of activities for ALL campers
- Talk with parents and let them know about their child's day
- Clean up after all activities and at the end of the day before leaving
- Be a positive role model for CIT's that are assisting with your group
- Attend staff meetings as necessary
- Report all problems to the Senior Counselor or Directors
- Work at Extended Day when scheduled
- May be asked to assume the responsibilities of a Senior Counselor in their absence or perform other duties as necessary

Position: Summer Program Senior Counselor

Responsible To: Recreation Manager, Camp Director, Assistant Director, Inclusion Facilitator and Program Specialist

Qualifications:

- High School Diploma preferred; one or two years of college with a concentration in Recreation, Education, or related field preferred
- Possess prior experience as a Senior Camp Counselor or Camp Counselor
- Possess general planning and programming skills in a variety of areas
- Current First Aid and CPR Certification

Duties and Responsibilities:

- Read and understand the Seasonal Employee Manual, the Policies and Procedures Manual and the Parent Handbook for your camp
- Report for work at least 15 minutes before the campers arrive
- Develop a good working relationship with co-workers and treat everyone with respect
- Prepare in advance, for all assigned activities
- Check supplies and equipment needed for daily activities
- Assist with Special Events as needed
- Be responsible for the discipline and implementation of daily activities for your group
- Be responsible and demonstrate good judgement in knowing health and safety issues for your group
- Assume responsibility for leadership, guidance and supervision for campers in your group
- Keep accurate attendance records on a daily and weekly basis
- Assist, when necessary and/or assigned, with swimming or water play
- Work hard and with enthusiasm at all times
- Participate in all activities with your campers and motivate campers through example
- Keep language camp appropriate and leave personal issues at home
- Spend time with all of your campers throughout the day
- Help facilitate friendships between campers and ensure campers are being nice to each other
- Be alert, conscientious and sincere regarding the personal comfort and welfare of ALL campers
- Be aware of allergies and special comments for each camper in your group
- Be responsible for basic first aid, water breaks, bathroom breaks and reminders about sunscreen for your group
- Understanding of and respect for children with a variety of abilities
- Work closely with the Inclusion Facilitator and Inclusion Aides in assigned group to assure the appropriate adaptation of activities for ALL campers
- Maintain daily contact with parents and campers
- Supervise Counselors and Counselors in Training
- Clean up after all activities and at the end of the day before leaving
- Attend staff meetings as necessary
- Report all problems to the Directors
- Work at Extended Day when scheduled
- May be asked to perform other duties as necessary

Position: Summer Program Specialist

Responsible To: Recreation Manager, Camp Director, Inclusion Facilitator, and Assistant Director

Qualifications:

- High School Diploma preferred; one or two years of college with a concentration in Recreation, Education, or related field preferred
- Possess prior experience as a Specialist, Senior Camp Counselor, or Camp Counselor
- Possess planning and programming skills in arts and crafts, drama, music, sports or other areas
- Current First Aid and CPR Certification

Duties and Responsibilities:

- Read and understand the Seasonal Employee Manual, the Policies and Procedures Manual and the Parent Handbook for your camp
- Report for work at least 15 minutes before the campers arrive
- Develop a good working relationship with co-workers and treat everyone with respect
- Have lesson plans prepared in advance for all assigned activities
- Be responsible for the implementation of daily activities for your group
- Demonstrate creativity and the ability to motivate, guide and instruct children of varied abilities in all activities
- Check supplies and equipment needed for daily activities
- Assume responsibility for leadership and guidance of counselors helping with your activity
- Assume responsibility for leadership and guidance for campers in assigned groups
- Clean up after all activities and at the end of the day before leaving
- Assist with the organization and implementation of special events or field trips
- When not assigned to a group, assist with groups and other activities where needed
- Assist, when necessary and/or assigned, with swimming or water play
- Work hard and with enthusiasm at all times
- Keep language camp appropriate and leave personal issues at home
- Have a general concern for the health and well being of all campers
- Be aware of the channels of communication in the event of an emergency or group problem
- Supervise Counselors and Counselors in Training
- Attend staff meetings as necessary
- Report all problems to the Directors
- Work at Extended Day when scheduled
- May be asked to fill in as a counselor or senior counselor if needed and perform other duties as necessary

Position: Summer Program Assistant Director

Responsible To: Recreation Manager, Camp Director, and Inclusion Facilitator

Qualifications:

- High School Diploma required; Bachelors Degree in Recreation, Education, or related field preferred
- Experience in camp programming and administration
- Possess proven skills in planning, scheduling, organizing, and evaluation
- Exhibit strong written and oral communication skills
- Current First Aid and CPR Certification

Duties and Responsibilities:

- Read and understand the Seasonal Employee Manual, the Policies and Procedures Manual and the Parent Handbook for your camp
- Report for work at least 30 minutes before the campers arrive
- Under the direction of the Camp Director and Inclusion Facilitator, plan, organize, and schedule the staff for lunch, breaks, swimming, and extended day
- Review the daily schedule with all staff members
- Make morning camp announcements
- Assist in the supervision of the Specialists, Sr. Counselors, Counselors, and CITs
- Assist in the preparation of all records for the Health Department
- Plan and help facilitate daily/weekly staff meetings
- Assist with group coverage when needed
- Assist with organizing field trips and special events
- Participate in all activities and motivate staff through example
- Be involved in pre-camp planning and assist with staff orientation
- Implement weekly fire drills and head lice checks
- Accept responsibility for the operation of the camp in the absence of the Director
- Act as First Aid Supervisor for the camp
- Act as a liaison to the Aquatics staff regarding daily swimming
- Have knowledge of the physical layout of the camp and swim facility
- Encourage and maintain open and positive communication with parents, campers, and staff
- Assist in the discipline of campers and or staff as appropriate
- Report all problems to the Director and Recreation Manager
- Understanding of and respect for children with a variety of abilities
- Work closely with the Inclusion Facilitator and Inclusion Aides in assigned group to assure the appropriate adaptation of activities for ALL campers
- Assist inclusion Facilitator, Inclusion Aides and all staff in the care, discipline, feeding and personal hygiene of ALL campers
- Work at Extended Day when scheduled
- May be asked to perform other duties as necessary

Position: Summer Program Director

Responsible To: Recreation Manager and Inclusion Facilitator

Qualifications:

- Must be at least 21 years of age
- High School Diploma required; Bachelors Degree in Recreation, Education, or related field preferred
- Experience in camp programming and administration or at least 2 seasons of previous experience in an administrative role at a recreational camp
- Possess proven skills in planning, scheduling, organizing, and evaluation
- Exhibit strong written and oral communication skills
- Current First Aid and CPR Certification

Duties and Responsibilities:

- Read and understand the Seasonal Employee Manual, the Policies and Procedures Manual and the Parent Handbook for your camp
- Report for work at least 30 minutes before the campers arrive
- Update program budget and order supplies and equipment when needed
- Keep records and necessary paperwork for all campers and staff both at camp and on field trips
- Assist Assistant Directors in planning, organizing, and scheduling the staff for lunch, breaks, swimming, and extended day
- Review the daily schedule with all staff members
- Assist in the supervision of the Assistant Directors, Specialists, Sr. Counselors, Counselors, and CITs
- Prepare any necessary letters to parents or make phone calls as necessary
- Update camper finances daily
- Plan and help facilitate daily/weekly staff meetings
- Assist with group coverage when needed
- Assist with organizing field trips and special events
- Participate in all activities and motivate staff through example
- Be involved in pre-camp planning and assist with staff orientation
- Implement weekly fire drills and head lice checks
- Have knowledge of the physical layout of the camp and swim facility
- Encourage and maintain open and positive communication with parents, campers, and staff
- Assist in the discipline of campers and or staff as appropriate
- Make the Recreation Manager aware of all problems or incidences at camp
- Understanding of and respect for children with a variety of abilities
- Be aware of allergies and special comments of all staff members
- Work closely with the Inclusion Facilitator and Inclusion Aides to assure the appropriate adaptation of activities for ALL campers
- Assist inclusion Facilitator, Inclusion Aides and all staff in the care, discipline, feeding and personal hygiene of ALL campers
- Work at Extended Day when scheduled
- May be asked to perform other duties as necessary