JOB DESCRIPTION

Position: Summer Camp Counselor
Supervisor: Camp Director
Status: Seasonal (June 6, 2016 to August 12, 2016) - Hourly/Non-Exempt
Work Schedule: Varies according to Club & weekly enrollment

Job Summary

Summer Camp Counselor will work directly with an assigned group of approximately 20 students to provide a safe, responsible, well-supervised summer program while acting as positive adult role model, coach, mentor and expressing a genuine interest in the growth, development, and provision of a safe nurturing and fun environment for the campers in their group. A Camp Counselor’s ability to establish authority through leadership, communication and most importantly patience, will be required to provide campers with the stable and nurturing atmosphere that is necessary for success.

The Summer Camp Counselor is responsible to for planning and implementing summer activities that meet established BGCO requirements. This position is seasonal based upon the summer calendar of June 5, 2016 to August 12, 2016 and hours may vary based upon job performance as well as the number of youth registered for weekly camp activities.

Work Environment

This position requires a person who is able to accomplish desired objectives despite distractions or interruptions. Resource and equipment management are integral components to the position’s success. In addition, supervision of youth campers is a key component; Camp Counselors must be able to plan and implement activities while maintaining program area safety. The duties of a Camp Counselor may frequently call for activities outside in varying weather conditions; employee may be exposed to sunny, wet, or humid conditions outside of their immediate control.

MINIMUM QUALIFICATIONS:

- Minimum age 16 years
- Ability to speak and write standard English appropriate to a public school education setting
- Must pass LiveScan & LexisNexis criminal background check and fingerprinting, pre-employment drug screening, and TB test
- Ability to create and implement fun and engaging developmentally appropriate activities in the areas of common core, character development, project based learning, STEAM, fitness and recreation, academics/enrichment
- Reliable transportation to and from Summer Camp program sites
- First Aid and CPR certification
- Ability to frequently stand, walk, stoop, sit, crouch, bend, talk, hear
- Ability to engage in physical activity with members without limitation
- Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds

EDUCATION & EXPERIENCE:

- At least six months experience working with youth in a classroom, afterschool, or recreational environment
- Ability to develop and implement age appropriate activities
- Knowledge of developmental needs of school age children
- Familiarity of the Boys & Girls Clubs of Oceanside mission and philosophy in order to adhere to BGCO standards of conduct
- Strong Math and English skills (K-12)
ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads a group of approximately 20 students in an instructional Summer Camp setting, maintaining high standards for behavior and safety.
- Serves as positive adult role model for campers in the program through appropriate dress, speech, attitude, and courtesy.
- Ability to work with diverse personalities and ages.
- Plans and implements a variety of daily recreational and enrichment activities that align with camp themes for small groups; continually interfacing with campers, volunteers, staff, and parents.
- Ability to lead and supervise small and large groups by recognizing potential issues and applying established BGCO procedures and problem solving methods as needed.
- Ability to observe camper behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary in order to support campers in making positive behavior choices.
- Identifies camper needs and communicate to Camp Director.
- Leads and supervises camp activities in and out of doors.
- Assists and participates in daily camp activities and weekly off-campus field trips including swimming, educational and recreational trips, and other summer children’s activities scheduled throughout camp.
- Accurately completes and submits time cards, incident reports, rosters, receipts, and other camp related records, in accordance with established BGCO policy.
- Maintains cleanliness in all program areas; assist with setup and breakdown during Camp day and contribute to ongoing efforts to keep Club clean and orderly.
- Assists Camp Director in scheduling guest speakers/clinics/excursions relevant to program.
- Ensures age appropriate conversation among campers and staff; promote good manners and encourage common courtesies among campers and staff.
- Evaluates camp daily and suggests improvements, needs, hazards and trends to Camp Director for further evaluation.
- Observes each camper daily and check for bruises, cuts, scrapes, rashes or other indications of injury or illness to report to Camp Director for further evaluation.
- As Wellness Warriors, sets a positive example in food selection, exercise, personal habits and attitudes.
- Maintains accurate camper attendance records with roll call and continuous camper counts imperative for the health and safety of all campers – administers mandatory roll calls minimally at every rotation, before and after lunch, before, during, and after field trips.
- Responsible for designated group until replacement Camp Counselor arrives - never leave a group unsupervised.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established BGCO procedures for notification to Camp Director and parents.
- Demonstrates reliability and punctuality by arriving on-time for scheduled shift.

RELATIONSHIPS:

- Maintains a positive, professional, and supportive relationship with Camp Directors, BGCO administration, volunteers and fellow camp staff.
- Maintains a positive, professional, and supportive relationship with campers, parents, and the community at large.

Other Responsibilities:

- During swim time at pool or beach field trips, Camp Counselor is expected to actively work, monitoring BGCO campers who are swimming.
- During field trips, Camp Counselor is expected to actively work, monitoring BGCO campers at all times.
- Camp Counselor is expected to wear appropriate camp uniform at all times.

GREAT FUTURES START HERE.
• Attendance and participation at all required staff meetings/training
• Adherence to all organizational policies and procedures
• Appropriate and pre-approved authorization from the Administrative Office of ALL forms, activities, and permission slips
• Any additional duties related to summer camp as assigned by the Camp Director or BGCO Administration

I have read, understand, and agree to carry out the above stated job responsibilities.

Employee Name:_____________________________      Date:___________________

Employee Signature:____________________________

The declarations listed above are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job; rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.