JOB DESCRIPTION

Position: Summer Camp Counselor
Supervisor: Camp Lead, Program Manager, Director of Operations
Status: Seasonal – Based on Camp Schedule: June 13th to August 12th
       Hourly/Non-Exempt
Work Schedule: Varies according to Club Site & weekly enrollment

Job Summary

Boys & Girls Clubs of Oceanside Summer Camp Counselors will plan and implement a variety of daily enrichment activities including, but not limited to: social-emotional well-being, character development, project based learning, S.T.R.E.A.M., fitness and recreation, and academics.

This position is responsible for:

- Working directly with an assigned group of approximately 20 members
- Preparing a safe, engaging, and creative learning environment
- Establishing a positive rapport with BGCO members and co-workers
- Acting as a positive adult role model, coach and mentor to members

Summer Camp Counselor’s ability to establish authority through leadership, communication and most importantly patience, will be required to provide BGCO members with the stable and nurturing atmosphere that is necessary for fun.

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 through August and hours may vary based upon job performance as well as the number of youth registered for weekly camp activities.

This position is an in-person, facility based position and based on COVID-19 guidance from health authorities and government agencies, BGCO’s Summer Camp Counselors will be responsible to understand and abide by BGCO policy, procedure, and expectations during this temporary time – including all safety/health recommendations.

Work Environment

This position requires a person who is able to work in a bustling environment, with vivacious energy, many distractions and a great deal of laughter and joy. Supervision of youth members is an integral part of our work. Summer Camp Counselors must be able to plan and implement activities in-person using a variety of resources and tools. Safety is of the utmost of importance, thus planning and preparing is paramount. 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
• Full vaccination status against the COVID-19 virus
• Ability to create and implement fun and engaging developmentally appropriate activities in the areas of common core, character development, project based learning, STREAM, 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 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 Lead or Program Manager
• Leads and supervises camp activities in and out of doors
• Assists and participates in daily camp activities and may participate in off-campus field trips or 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 Lead or Program Manager in scheduling guest speakers/clinics/excursions relevant to program
• Ensures age appropriate conversation among campers and staff; promotes good manners and encourage common courtesies among campers and staff
• Evaluates camp daily and suggests improvements, needs, hazards and trends to Camp Lead or Program Manager 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 Lead or Program Manager for further evaluation
• Is a mandated reporter in the state of California
• 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 any scheduled off-site 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 Lead or Program Manager
• 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 field trips (if scheduled), 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
• 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

As the current COVID-19 situation evolves and the needs of the BGCO organization change, this temporary position may evolve, and other duties/assignments may be assigned or revised by BGCO Management Team.

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.