Summer Camp Counselor
Job Description

The Camp Counselor shall maintain a leadership role among peer staff and campers in an active summer day camp environment. Be responsible for the demands and requirements of a group of children (up to 10) ranging from 6 to 12 years old, such as medical, physical social and emotional needs. Supervise and participate with the campers at all activity sites. Set an example for behavior and attitude for peer staff and campers. Ensure a safe, supportive environment for all staff and participants. Serve as a liaison between group and camp administrative staff. Provide regular feedback to camp administrators to ensure efficiency and effectiveness of camp operations.

Counselor Responsibilities:

- Make connections with campers and develop meaningful relationships
- Provide opportunities for the group so each individual experiences success during camp
- Be alert to campers and staff needs and assist with personal and/or health problems; discuss with camp director and/or parents when appropriate
- Show enthusiasm and encourage campers to get involved in all camp activities while respecting the equipment, facilities and personal property
- Set a good example for campers and a role model by demonstrating cleanliness, punctuality, sharing, assisting in clean-up and other chores, sportsmanship, and table manners
- Foster camper character and skill development
- Develop and enforce disciplinary guidelines for campers
- Be consistent when enforcing policies and procedures
- Maintain good public relations when interacting with parents and community members
- Instruct campers on emergency procedures and ensure procedures are followed correctly
- When transporting campers from one location to another, always ensure all campers are accounted for before departing and after arrival
- Maintain high standards of health and safety in all activities for campers and staff

Daily Duties:

- Lead and oversee activity execution keeping activities on schedule and make changes in scheduled activities on-site when necessary
- Work closely with administrative staff to create, help develop, lead and implement programming and activities
- Oversee various program activities and promote recreation and sport skills through fun, safe and diverse activities
- Make suggestions for new activities or procedures to administrative staff
- Use personal creativity and experiences, and seek out resources to provide activities which stimulate learning and creativity among campers
- Evaluate and assess program
- Recognize and respond to problems as they arise
- Be aware of safety hazards and record all injuries with the assistance of the Health and Safety Counselor
- Be alert to equipment and facilities to ensure proper utilization, care, and maintenance is adhered to; report repairs needed promptly to the Director
- Eat lunch with campers and ensure that eating area is clean
- Supervise daily camp activities to insure safe, fun and enriching experience for all campers
- Prepare supplies for daily activities and make sure they are in the appropriate area
- Manage overall camp program to insure interns are following activity schedule
- Supervise and provide support during daily drop off and pick up and oversee sign in and sign out; answer parent questions
- Complete daily activity reports and submit to administrative staff
- Conducts camp opening, lunch, and closing announcements
- Determine specific camp equipment and supply needs and submit to administrative staff
- Clearly articulate program rules and expectations to campers
- Fairly and consistently enforce policies and procedures
- Facilitate participant problem solving through active listening, guidance, and conflict mediation
- Seek assistance when needed from administrative staff when needed
- Effectively communicate with all staff members and campers

Staffing:

- Serve as liaison between staff and administrative staff
- Work with and support other counselors to ensure a cohesive camping environment that serves all involved
- Prepare for and actively participate in staff training and meetings

Counselor's Administrative Responsibilities:

- Know and comply with all policies and procedures
- Develop and enforce disciplinary guidelines for campers
- Oversee behavior management of campers and maintain behavior records
- Oversee camp safety and security, stringently enforce all safety and risk management policies
- Oversee emergency management situations as needed
- Perform required administrative duties, such as check-in and check-out, information gathering and dissemination, and monitoring facilities needs
- Maintain organization and inventory of supplies and equipment
- Maintain and distribute daily before and after care rosters
- Keep administrative staff informed about relevant camper issues
- Serve as a front line customer service representative for camp programs
- Other duties as assigned by administrative staff

Required Qualifications

- Previous experience in recreation, a camp setting or other work experience with children in a group setting
- Ability to work as a team member with other counselors, campus recreation professional staff and kids of all age levels
- Responsible, friendly, enthusiastic, patient and willing to learn
- Strong organization, communication and customer service skills
- Demonstrate knowledge of a variety of sports, recreational, and cultural activities
- Successful completion of background check
- Must be able to obtain or become certified in First Aid, CPR/AED for Adult and Pediatric prior to first day of camp
- Must be able to pass criminal records check prior to employment

General Staff Rules & Policies:

- The possession and/or use of illegal drugs or alcoholic beverages is not allowed while working
- No smoking is allowed during the camp or in view of campers while working
- Must wear a CAMPus REC staff shirt, nametag, shorts, nylon warm-up pants, yoga pants, jeans, or khakis, and tennis shoes or closed toe, rubber soled, athletic shoes.

Period of Employment:

- **About 20 hours/week @ $8.50/hour for 6 weeks**
- **Required training June 8-12, 2015**
- **Camp Activities: June 15 – July 24, 2015; Monday-Friday 8:00AM - 6:00PM**

Application Procedure:

Position will remain open until filled.

Applications will be reviewed beginning on Friday, February 27th. Please submit the following information to the Campus Recreation Business Office, Attention: Ben Justice or email your materials to bj370009@ohio.edu.

- Cover letter
- Resume
- At least 3 References