



## **Adventure Day Camp Head Counselor – Rangers Job Description**

Adventure Day Camp (ADC), a seven-week day camp for children between the ages of 5 and 11, is part of Campus Recreation at the University of Vermont. ADC strives to provide quality programs for young children and adolescent youth that foster learning, respect, social skills development, community living, and emotional growth in a safe, fun, physically active, and challenging environment.

### **Supervisor**

Adventure Day Camp Director

### **Pay Rate**

\$11.50/hour with a maximum \$.25/year increase (maximum \$12.50/hour)

### **General Responsibilities**

The Adventure Day Camp Assistant Director is a seasonal position (40 hours/week from mid-June to August 1) that oversees the day-to-day operations of one programming unit of ADC and provides leadership to that unit's staff.

### **Specific Responsibilities**

- Provide direct oversight to the Rangers group (5-6 year olds)
- Supervise four (4) Rangers counselors
- Assist with the planning and facilitation of staff trainings and meetings
- Adhere to all policies and procedures stated in the employee manual
- Provide on-going, constructive evaluation to Rangers counselors, including mid-summer and final evaluations
- Assist the director in staff disciplinary procedures involving Rangers counselors
- Participate in weekly administrative staff meetings
- Provide agenda items to the director for weekly staff meetings
- Work all opening shifts
- Provide daily office coverage during scheduled times
- Serve as a Rangers counselor when not scheduled for office coverage or a meeting
- Oversee counselors' breaks, lunches, and other rotations
- Collect and review paperwork, including medical information forms, waivers, accident reports, and incident reports
- Facilitate late drop-offs and early pick-ups for Rangers campers
- Communicate any necessary information to campers' parents
- Assist the director in writing the end of camp report
- Other duties as assigned by the associate director or camp director

### **Additional Requirements:**

- Current CPR/AED & first aid certifications
- 2 years prior camp counselor experience
- Staff supervision experience (preferred)