



Job Description

Senior Camp Counselor - Paid

Summer 2015

Summary: The Senior Camp Counselor reports directly to the Programs Coordinator and is responsible for the primary supervision of all camp participants. Senior Camp Counselors will be responsible for the daily administration of the Summer Camp Program, including: ensuring the well-being and safety of all participants, administering labs and activities, providing daily feedback to the Programs Coordinator, filling out paperwork and maintaining daily logs, and maintaining a fun and safe environment for the participants. The Senior Counselor is also charged with supervising the Junior Camp Counselors as well as the Counselors – In –Training.

Requirements: Must be at least 18 years or older. Maintain current Adult and Child CPR/AED certifications (provided during training) as well as be a strong swimmer and pass lifeguard training (provided during training). Must be available to work Mondays – Fridays, 8am-4pm. Must pass a criminal background check. Must be able to attend mandatory training sessions June 1-5th; must be available for duration of camp, which runs from June 8th through August 14th.

Qualifications: Previous work with summer camps or interaction with large groups of children. Must also have experience in some fields of science such as biology, marine biology, ecology as well as a general knowledge of Florida ecosystems. Outgoing and energetic personality.

Job Responsibilities:

- Lead campers through hands-on activities, labs, presentations, field trips, and experiments.
- Ensure that campers at all times are supervised and maintain a safe and enjoyable camp environment.
- Responsible for the direct supervision of Junior Camp Counselors and Counselors-in-Training (CIT's); act as a leader and mentor for Junior Counselors and CIT's, providing them with instructions for daily activities.
- Maintain a well-organized system to track each camper's medical conditions as well as photo release restrictions.
- Keep track of supplies for camp and convey any camp needs to the Programs Coordinator.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.); perform head-counts of participants throughout the day.
- Follow all protocols found in the camp standard operating procedures.
- Interact and communicate with parents/guardians during drop-off and pick-up times.
- Assign duties for daily set-up and clean-up of the camp area.
- Carrying/keep track of activity supplies throughout campus as well off site.

Skills Required: Public speaking, organization, leading small groups. CPR and Lifeguard certification preferred. This job description in no way states or implies that these are the only duties to be performed by his employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Interested applicants may submit their resume, cover letter, and contact information for (3) references to Kerri Allen, Education Manager at kallen@marinelife.org by March 30th, 2015.



Job Description Junior Camp Counselor - Paid Summer 2015

Summary: The Junior Camp Counselor reports directly to the Senior Camp Counselors and/or the Programs Coordinator and is responsible for aiding in the supervision of all camp participants. Junior Camp Counselors will be responsible for assisting the senior counselors in daily administration of the Summer Camp Program, including: ensuring the well-being and safety of all participants, administering games and activities, providing daily feedback to the Programs Coordinator, filling out paperwork and maintaining daily logs, and maintaining a fun and safe environment for the participants. The Junior Counselor is also charged with supervising the Counselors-in –Training.

Requirements: Must be at least 16 years or older. Maintain current Adult and Child CPR/AED certifications (provided during training) as well as be a strong swimmer. Must be available to work Mondays – Fridays, 9am- 5pm. Must pass a criminal background check. Must be able to attend mandatory training sessions June 1-5th; must be available for duration of camp, which runs from June 8th through August 14th.

Qualifications: Previous work with summer camps or interaction with large groups of children. Experience in some fields of science such as biology, marine biology, ecology as well as a general knowledge of Florida ecosystems preferred. Outgoing and energetic personality.

Job Responsibilities:

- Lead campers through hands-on activities, labs, presentations, field trips, and experiments.
- Ensure that campers at all times are supervised and maintain a safe and enjoyable camp environment.
- Act as a leader for all Counselors-in-Training (CIT's), providing them with instructions for daily activities.
- Aid senior counselors in tracking each camper's medical conditions as well as photo release restrictions.
- Keep track of supplies for camp and convey to the Education Manager any needs the camp has.
- Do head-counts of participants throughout the day.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.).
- Follow all protocols found in the camp standard operating procedures.
- Interact with parents/guardians during drop-off and pick-up times.
- Assign duties for daily set-up and clean-up of the camp area.
- Carrying/keep track of activity supplies throughout campus as well off site.

Skills Required: Public speaking, organization, leading small groups. CPR and Lifeguard certification preferred. This job description in no way states or implies that these are the only duties to be performed by his employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Interested applicants may submit their resume, cover letter, and contact information for (3) references to Kerri Allen, Education Manager at: kallen@marinelife.org by March 30th, 2015.

Jr. Marine Biologist 2015 CIT Application

Please fill out this application packet completely and return to Hannah Campbell at hcampbell@marinelife.org no later than **Friday, May 1, 2015**.

Applicant Information:

Applicant's Name: _____ Age: _____ Birthdate: _____
 Local Address: _____ City: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____
 Parent/Guardian Name(s): _____
 Parent/Guardian Daytime Phone: _____ Evening Phone: _____
 Mailing/Home Address (if different than above): _____

Emergency Contact Information:

Name: _____ Relationship: _____
 Phone: _____ Alternate Phone: _____

Sessions: (Indicate all sessions you'd like to be considered for. **We require a minimum of three weeks**)

| | | |
|---|--------------------------|-------|
| Training: May 25 (Mandatory) <input checked="" type="checkbox"/> | Session 6: July 13-17 | _____ |
| Session 1: June 8-12 | Session 7: July 20-24 | _____ |
| Session 2: June 15-19 | Session 8: July 27- 31 | _____ |
| Session 3: June 22-26 | Session 9: August 3-7 | _____ |
| Session 4: June 29-July 3 | Session 10: August 10-14 | _____ |
| Session 5: July 6-10 | | |

Circle T-Shirt Size (indicate quantity – 2 shirts are included; extras are \$10):

Youth XL Adult S Adult M Adult L Adult XL Other Size: _____

Release of Liability:

I understand the Marinelifelife Center's Junior Marine Biologist (JMB) Program is designed to provide students with hands-on experience in the field of conservation. I understand a large part of the experience will involve interacting with all aspects of nature, including live sea turtles. I release the Marinelifelife Center, its employees, volunteers and affiliates from any and all liability claim, cost or expense arising directly from any such activity in which my child may participate during the JMB Program. I hereby give permission for my above named child to participate in all aspects of the JMB Program as referenced on the JMB Medical Release and JMB Agreement. I also give permission for the Marinelifelife Center to use my child's photo in future LMC publications.

Student signature

Signature of parent / legal guardian
(If applicant is under the age of 18)

Date

Volunteer requirements:

The Counselor in Training position (CIT) is a vital part of our daily Junior Marine Biologist Camp operations. In order for our camp to run smoothly and to ensure camper safety, our CITs must be able to perform certain tasks without extensive difficulty. If you are unable or think you may be unable to perform under any of the below conditions or requirements, please explain on page 3 of this application.

- While performing the duties of this job, the CIT is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to stand and walk, climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Conditions can be harsh in Florida summer and CIT may be exposed to prolonged sun exposure, high heat, and otherwise hot conditions.
- CITs must be able to supervise in and out of the ocean during calm to moderate wave action of up to 6 campers.
- CITs must commit to the minimum volunteer requirement as outlined in the application form above.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

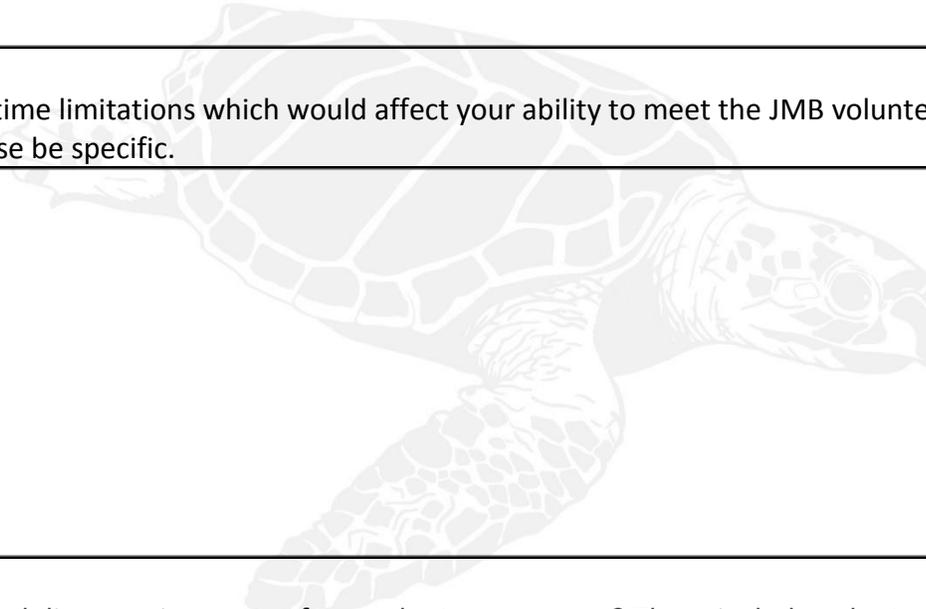
If you have any additional questions or concerns, please do not hesitate to contact the LMC education team at jmbcamp@marinelife.org, or 561-627-8280, ext. 105.



1. Why are you interested in volunteering for Junior Marine Biologist camp? Please list any special skills, experience, or training that you have that pertain to the CIT position.

2. Are you volunteering to fulfill any required hours? If so, please describe the nature of the requirement so that we may provide a better volunteer experience.

3. Are there any medical/physical/time limitations which would affect your ability to meet the JMB volunteer requirements (see page 2)? Please be specific.



4. Will you be able to meet the scheduling requirements of our volunteer program? These include volunteering 40 hours/week (one session) for a minimum of three weeks (three sessions).

Yes

No