

# JUNIOR CAMP COUNSELOR

## JOB DESCRIPTION

### **JOB SUMMARY**

Under the supervision of the Camp Counselors and A+ Camp Director, Junior Camp Counselors are responsible for assisting in the planning, conducting, and supervising a variety of recreational activities for campers ages 5-11 in a day camp setting. As well as the assisting in the care and supervision of the campers assigned to their group.

A+ Camp operates from June 27<sup>th</sup> -August 30<sup>th</sup>

A+ is closed August 1<sup>nd</sup>-5<sup>th</sup>

There will be mandatory Jr. Counselor trainings June 20<sup>th</sup> and 21<sup>st</sup> from 5-6:30!

### **ESSENTIAL DUTIES**

- Assist in the oversight of a group of campers, attend to their needs and report behavior problems to a Camp Counselor/A+ Director.
- Assist in organizing, collecting, and transporting necessary supplies to the day camp site.
- Assist in organizing and supervising crafts, games, sports, and other camp activities.
- Assist in the clean-up of all activities and day camp program areas including protecting park, recreation, school facilities and equipment from abuse or damage by campers and staff.
- Report defective equipment/supplies to the Camp Counselor/A+ Director and ensure the proper use and safety of all equipment.
- Notify the Camp Counselor/A+ Director of any problems that arise within your camp group in a timely manner.
- Assist in the enforcement of established rules to ensure safety of campers and staff.
- Attend and contribute to required trainings.
- Adhere to established schedules and work assignments.

### **EXPECTATIONS**

- Act in a positive, professional, and responsible manner with campers, parents, and peers.
- Commit to building a safe community.
- Take initiative to analyze and solve problems, ideally before they happen!
- Be flexible and ready to meet changing work needs and demands.
- Be open to feedback and desire to grow professionally.

### **EXPERIENCE AND QUALIFICATIONS**

- Must be entering the 7<sup>th</sup> grade through 12<sup>th</sup> grade to qualify
- Must possess:
  - TB test – Less than a calendar year old
  - Proof of Immunizations – specifically proof of Measles (part of the MMR vaccine), Pertussis (Tdap), and the annual Flu Shot (the flu shot can be opted out of, a simple written declaration of declining the flu shot will work).
  - Health Statement – we do not have a form for this. This is a written/signed declaration that they are well and healthy enough to volunteer at our center.

## **WORK HOURS AND DATES**

The camp environment is demanding, requiring dedication, and a good work ethic from each staff member. We seek staff that are capable of thriving in this environment and contributing to the camp's success.

- The camp day runs, on average, 8 hours for the Junior Camp Counselor.
- Monday - Friday, 9:00am – 4:15pm
- Staff Training and Camp Prep: Attend mandatory training June 20<sup>th</sup> and 21<sup>st</sup> before camp begins.

## **COMPENSATION**

The Junior Camp Counselor position is a temporary, seasonal, non-exempt position, and does not include benefits. Other than a Free trip to Wild Island at the end of the Summer.

## **PHYSICAL DEMANDS**

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing, and speaking, both nearby and at a distance.
- Use hands and fingers and fine dexterity ability to handle activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

## **ADDITIONAL INFORMATION**

- All staff must have a minimum of 3 references

If you have questions, please contact Heather McCathern at [heather@fbctahoe.com](mailto:heather@fbctahoe.com) or call our office at 530-583-1534