**Job Title:** Camp Counselor  
**Position reports to:** Division Director; Camp Director  
**Salary Range/Hours:** $8.15 to $9.00 hour/40 Hours per week  

**Position Summary:**  
- With limited supervision, manages an assigned group of campers, creates camper activities and monitors camper behavior and actions throughout the entire camp day.

**Qualifications:**  
- Minimum: Completed 12th Grade of High School.  
- Pursuing degree related to education, or child development is preferred.  
- Excellent communication, listening and problem solving skills in dealing with children.  
- Ability to create and lead children’s activities for Kindergarten-4th grade.  
- Some previous day care, babysitting or other children’s related care activities is required.

**Duties and Responsibilities:**

**BEFORE DAY CAMP BEGINS:**
- Attend Staff Training
- Plan Activity with Counselor periods, and rainy day activities.
- Review camper schedules, swimming procedures, lunch requirements, etc.
- Make name tags for campers.
- Other duties as required.
- Attend Camper Open House (2 sessions)

**DURING DAY CAMP:**
- Greet campers at drop-off location each morning- Follow safety procedures during drop-off and pick-up times.
- Monitor camper pick-up in the afternoon- Follow safety procedures during drop-off and pick-up times.
- Escort campers to and from Extended Care as needed.
- Escort campers to all classes and private lessons.
- Refer first-aid situations to the Camp Nurse
- Monitor and manage camper behavior, follow the camp behavioral plan and notify Division Director immediately with problem situations and/or students.
- Stay with group during all classes and lunch period.
- Assist with cleanup and policing lunch area.
- Must adhere to the dress code established for Day Camp: camp shirt, shorts/slacks, sneakers. Sandals are not permitted.
- Must abide by the standards of professional conduct established for Day Camp employees of the College.
- All camp employees are hired with the understanding that they will be available to work every day that camp is in session.
- Additional duties as assigned by the Division Director.

**Mandatory Training:**
- Attend all scheduled staff meetings
- Attend staff training prior to the start of camp
- United Educators online course “Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children.”
- Mandated Reporter Training (Act 31)
- Required Act 33/34 & FBI Fingerprint Clearance

**General Camp Information:**
- 500 population of campers ranging ages 3-15
- Campus environment with staff and students on site
- Urban area with some campers traveling from rural parts of city

**Physical Requirements:**
- Minimum work, 5 pounds maximum lifting, frequent lifting/carrying of 5 pounds
- Unrestricted walking/standing
- Sit: 20%
- Stand: 80%
- Walk: 60%
- Stoop/Bend/Kneel/Squat: 10%
- Push/Pull: 5%
- Reach Above Shoulders: 5%
- Hear: Continuous
- Speak: Continuous
- See: Continuous with 20/20 acuity
- Balance: Continuous