

POSITION DESCRIPTION

POSITION TITLE: Camp Counselor

REPORTS TO: Youth & Camp Director

General Function:

Under the direction of Youth & Camp Director, the Camp Counselor will interact with and supervise camper's age's 5-12 years old. Camp Counselors will assist with planning and implementing daily camp activities for a group of 8-16 campers. Assures that day camp operates in a safe manner at all times. Assures the implementation of large, medium, and small group activities.

Qualification Requirements (KNOW-HOW)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience:

- Minimum of 18 years of age. (Preferred)

Certification Requirements:

- CPR for Child and Adult & Basic First Aid (provided during staff orientation)
- Finger print and life scan. (provided during staff orientation)

Language skills:

- Ability to effectively present information and respond to questions from supervisors, co-workers, volunteers, members, parents, donors and the general public

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Must possess the ability to make sound independent decisions when circumstances warrant such action

Other Skills, Requirements, Abilities and Personal Characteristics: Must have or be:

- Ability and willingness to work as a "team"
- Organized and possess excellent interpersonal communication skills
- Able to set and meet deadlines
- Enthusiastic, dependable and a sense of humor
- Willing to follow directions and take initiative
- Understanding of the APJCC mission as well as a commitment to be a positive role model
- Even-tempered and able to adjust tasks in accordance with changing priorities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to adequately observe participant activities, enforces safety regulations, and applies appropriate policies and procedures.
- The physical ability to lead and interact in group activities and perform related physical skills.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, stoop, kneel, or crouch. Also required to climb, push, and pull. The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, and peripheral vision.

Principal Activities (Essential Duties and Responsibilities)

- Effectively interact with and supervise a group of 8-16 campers’ ages 5-12 years old. Must have the knowledge of camper’s whereabouts at all times.
- Actively facilitate camper development in Outdoor Recreation Activities, Social Skill Development, Values, Multi-Cultural and Environmental Awareness.
- Maintain a positive attitude and conduct with total staff team as a positive adult role model.
- Assist in development, implementation, and evaluation of daily day camp activities.
- Adhere to and enforce Camp policies and procedures and operate day camp activities in a safe manner at all times.
- Maintain good public relations with day camp parents.
- Attendance at staff meetings and pre-camp training. (mandatory)
- Be prompt to all work assignments and adhere to day camp daily schedule and operating calendar.
- Enforces and adheres to camp procedures and policies.
- Maintains all camp equipment and supplies.
- Adheres to daily day camp operating schedule.
- Facilitates camper development.
- Cares about and gives attention to campers’ needs.
- Performs all other duties as assigned by Camp Coordinators and Camp Directors.

Effect on End Result:

The effectiveness of this position will be measured by:

- Purposeful and coordinated programs that advance Camp and APJCC strategic goals, good public relations, sound financial position and good records systems;
- A positive working environment that allows for creative thinking, positive attitudes, teamwork and self-development;
- Permeation of *Tiferet* (contributing to the greater good) throughout all APJCC programs, services and interactions.

This position description is not intended to be all-inclusive. It is understood that the employee will also perform other responsible related business duties if requested by the immediate supervisor. Position descriptions are reviewed periodically and may be revised if deemed necessary. This position description is not a written or an implied contract.

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the contents of this job description.

Employee Signature

Date

APPROVED BY:

Supervisor Signature

Date

