

Spring Forward Learning Center Job Description

Title:	Summer Camp Counselor
Reports to:	Campus Leader and Program Coordinator
FLSA:	Exempt
Pay:	\$9.00/hour
Hours:	9:00 a.m.-2:00 p.m. Monday through Friday
Program Dates:	M-F, June 12-July 21, 2015; Training June 5-9 (Days/Times TBD)

Primary Function

Responsible for the direct supervision of a group of elementary-aged children in a summer day camp program. Under the supervision of the Campus Leader he/she will plan and implement a variety of activities involving physical activity, healthy lifestyles, and a primary focus on literacy building skills. The main focus of the summer camp site is to stop summer learning loss and help bridge students from one school year to the next.

Key Roles (Essential Job Responsibilities)

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Maintains a sincere interest in providing each child with a positive summer camp experience.
2. Plans and initiates daily activities, both active and passive, in areas such as: physical activity, healthy lifestyles, arts and crafts, literacy building.
3. Responsible for daily supervision of a group of children. The counselor must stay with the children the entire time they are attending camp, including lunches. Utmost care must be provided at pick up time to ensure only authorized people are allowed to take the children from the site.
4. Follows and adheres to all safety policies and procedures.
5. Demonstrates a positive, courteous and enthusiastic attitude with the children, parents and camp personnel in day to day activities.
6. Assists in keeping the camp site neat and clean and all equipment and supplies in good order.
7. Participates in camp staff meetings and all training events.
8. Assists in implementing severe weather and crises management procedures when needed.
9. Works in direct correlation with a Summer Enrichment Educator. This educator will assist the summer camp counselor in making each activity a literacy building activity for the program participants.

Skills/Knowledge Required

1. Education: Enrolled in a college degree program in education, psychology, sociology, youth development, etc. or at least 2 years experience working with youth.
2. Hands-on experience working with children.

3. Knowledge in games and sports, arts and crafts, books, music and dance activities.
4. Ability to motivate youth and manage behavior problems.
5. Ability to interact with the general public.
6. Ability to plan and implement quality programs.
7. First Aid/CPR certificate preferred.

Physical Requirements/Work Environment

1. Must be able to lift 25 pounds.
2. Fast paced, energetic, active environment