

## **Lead Counselor (Adventure Camp)**

30-40 hours per week

June - August 2015



### **General Responsibilities:**

The lead summer camp counselor reports directly to the Programs and Events Manager and is responsible for the primary supervision of all camp participants. Counselors will be responsible for the daily implementation of the summer camp program, including: ensuring the well-being and safety of all participants, aiding in planning of camp activities and events, facilitating and participating in all activities, following all camp and preserve procedures, providing daily feedback to the assistant programs and events coordinator, filling out paperwork and daily logs, and maintaining a fun and safe environment for all participants.

### **Specific Responsibilities**

- Attend all camp staff trainings and camp staff meetings
- Lead, guide, and supervise a group of 12-15 children from 8:30AM to 4:30PM Monday through Friday.
- Assist with demonstrating activities and providing proper guidelines
- Plan and lead organized games and other age appropriate activities
- Administer lunches and snacks according to camp schedule
- Do frequent head counts of participants throughout the day
- Ensure participants are safe
- Interact with parents/guardians during drop off and pick up times
- Facilitate off campus field trips (full day camps only)
- Assist with daily set up and clean up
- Respond to emergency situations

### **Requirements**

- Must be at least 18 years old
- Maintain current adult/child CPR, AED, and first aid certifications
- Must be available to work Monday to Friday about 30-40 hours per week
- Must be a self-motivated individual who shows initiative and does not need constant supervision
- Genuine interest in working with children

### **Preferred Qualifications**

- Experience working with children ages 4-12, particularly in a camp environment
- Awareness of safety concerns and risk management procedures
- Excellent oral and interpersonal communication skills
- Organized and highly responsible
- Outgoing and energetic personality
- Leadership experience