



JOB DESCRIPTION

Job title: Camp Counselor and Before/After School Program Counselor (school ages 5 to 12 years)
Function: To coordinate and monitor all activities of the campers assigned to the Counselor. To respond promptly to emergency situations. To ensure assigned campers have an enjoyable and fulfilling camp experience.
Classification: Non-exempt
Salary range:
Reports to: Camp Director
Supervisory responsibility: None
Required education and experience:

Employee:

- Each counselor in a recreational camp for children shall:
- At least four weeks experience as a junior counselor, have participated in structured group camping, OR have at least four weeks experience in a supervisory role with children; AND
 - Satisfactorily completion of a camp counselor orientation and training program and CDC online "Heads-Up" training, or equivalent.

- Additional eligibility qualifications:**
- Minimum age 16 years old.
 - 3 years older than children assigned to.

- On-going education, training, certification:**
- First-aid and CPR certifications.
 - Annual "Heads-Up" training.

	PERFORMANCE	
	Needs Improvement	Meets Expectations
Responsibilities/Core Functions:		
◦ All staff serve as mandated reporters as stipulated under state laws governing center locations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ All staff ensure all needs of children are met.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Weekly activities</u>		
Prepare and implement weekly projects and programs.	<input type="checkbox"/>	<input type="checkbox"/>
Introduce and engage children to a variety of experiences and creative activities.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Supervise the appropriate use of materials and supplies.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure the group area and facility is clean and safe, well organized supplies and equipment that are stored each day.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Immediately report to Camp Director defective, unsafe equipment and toys, or any other dangerous situation. Remove unsafe items from camper use.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Camper supervision</u>		
◦ Complete all required paperwork for each child in the group as required by DPH and Playful Minds policies.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Assists with setup and cleaning for snack and meal times, assist/monitor children during snack and meal times.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Assist children to and from transportation.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Report daily attendance, always aware of the location of each child in the group, conduct regular head counts, maintain staff to camper ratios, never leave children unsupervised.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Remain with campers while at pool, assist lifeguard with supervision, conduct regular head counts, and always know where child is.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Always are of allergies and chronic conditions of all campers in the group.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Report and document all incidents that are required by DPH and Playful Minds and use of required forms.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Apply sunscreen and insect repellent to campers at required intervals.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Parents</u>		
◦ Communicate with parents about their child's daily camp experienced.	<input type="checkbox"/>	<input type="checkbox"/>
Other responsibilities:		
◦ Cooperate with the Camp Director and other staff in those activities involving the child assigned and the whole camp.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Greet and treat parents, children, and staff with kindness and respect.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Arrives to the camp location as scheduled, and remains on alert.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Ensure paperwork is completed and up to date.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Daily care of camp area(s) and equipment used, and report items needing repair or replacement.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Perform duties as assigned by the Camp Director.	<input type="checkbox"/>	<input type="checkbox"/>



◦ Apply sunscreen regularly.	<input type="checkbox"/>	<input type="checkbox"/>
Skills/Competency:		
◦ Responds effectively to emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Quickly and effectively problem solve complex situations.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Strong verbal and written communication skills.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Cultivate and maintain an atmosphere of teamwork.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Genuine enjoyment when working with children.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Comfortably engage with students, staff, and parents.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Easily and compassionately address student's needs and engage/counsel parents.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Contribute to program growth.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Maintain sound working relationships with staff.	<input type="checkbox"/>	<input type="checkbox"/>
Other performance indicators:		
◦ Adhere to Playful Minds policies given verbally or in writing, such as Employee Handbook, Confidentiality Policy, Safety Procedures, etc.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Cooperate with the Camp Director and other staff in activities involving the whole program.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Great and treat children, parents, and staff with kindness and respect.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Engage with children and staff to maintain positive relationships.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Be professional at all times.	<input type="checkbox"/>	<input type="checkbox"/>
◦ Refrain from gossip.	<input type="checkbox"/>	<input type="checkbox"/>
Work environment: Inside activity areas. Pool and poolside area. Outside play areas. Heat/humidity conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Physical demands: Excellent swimming ability. Lift/carry/rescue children up to 75 lbs. Bend and sit on floor. Run, skip, and hop. Reach, grasp, stoop, and twist. Able to use both arms and legs changing position, moving, and manipulating items. Sit and stand for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>
Expected hours of work: Arrive on time and remain until designated end-time.	<input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Employee

Manager

Date

Date