

Summer Camp Counselor

Job Description

S.T.E.M.agination Camp is looking for a highly qualified individual to represent the company well and to provide children with a positive camp experience for summer 2016. The summer day camp is a seven (7) week program with one (1) week of staff training. The Summer Camp will begin on 6/20 and end on 8/12. The Summer Camp Counselor will be expected to work at least a 20 hour week and attend training meetings with the Camp Director prior to staff training, to be determined.

Position Purpose:

The counselor of the S.T.E.M.agination Summer Camp will be responsible for the overall safety and the day-to-day operations of camp. The Counselor is responsible for a max of twenty (20) campers in making sure they plan, teach, coordinate, and carrying out daily activities and to help guide campers in their personal growth and daily living skills.

Essential Job Functions:

1. Design, deliver, and evaluate camp programs that meet the needs and interests of youth and the camps target markets to ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth and apply them in the camp setting.
 - Seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - Implement crisis and risk management procedures, when needed.
 - Help design and ensure delivery of programs and activities appropriate to the camper population.

2. Oversee the daily operation of day camp including programing, and safety.
 - Know and understand the safety plan.

- Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
 - Participates in all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support.
 - Serves as a role model to young children by demonstrating high standards of personal conduct.
 - Supervise campers and help guide parents to the assigned age groups.
 - Responsible for campers' safety; on the bus, on a trip, at activities, and during transitions.
 - Reports any accident to proper camp personnel.
 - Takes accurate attendance of campers daily.
3. Oversee the daily function of the camp.
- In charge of discipline and risk management issues when Camp Director/Supervisor is absent.

Other Job Duties:

- Provide direct supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp property.
- Contribute to verbal and written evaluations and communication as requested.

Relationships:

The Camp Counselor will work with the Camp Director/ Supervisor to provide a great experience for the day camp campers and counselors. An open line of communication is required.

Equipment Used:

Equipment that may be used during the summer includes sporting equipment, arts and crafts supplies, radios and First Aid/CPR supplies.

Qualifications:

- Must be 18 years of age or high school graduate.
- Have a bachelor's degree in teaching, child management or other related field, or must have completed at least 2 years as a full time student in college in one of those fields.
- Upon hire, must complete provided First Aid and CPR certification.
- Must submit health history record and examination form prior to first day of work
- Must pass all aspects of a background check.
- Ability to interact with all age levels.
- Previous experience working with kids preferred.

Knowledge, Skills, and Abilities:

- Understanding of the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrated knowledge and skill in program areas designated camp program areas.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating (Children going into 1st - 8th grades) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid.

- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Willing to learn and teach different recreational activities including kayaking, sports, etc.
- Camp Counselor will have daily exposure to the sun, heat, animals, and insects.

Pay:

The rate will be commensurate to experience, starting at \$11.00 per hour.

How To Apply:

Submit your cover letter, resume and application by email to evansphd@comcast.net or by mail to 38777 Six Mile Rd., Suite 301, Livonia, MI 48152; Atten: Kimberly Evans

Deadline: May 1st, 2016