

Day Camp Counselor Position Description

Date	March 2024
Title	Day Camp Counselor
Education Requirements	High School Diploma/GED and one year of college/university preferred
Experience Required/Desired	Lifeguard, CPR, AED, First Aid Certifications (will provide training if not yet certified), previous camp staff experience (preferred), waterfront / small watercraft experience, archery experience (preferred). Theology/Recreation/ Early Childhood/ Psychology/ Sociology/ or Secondary Education Students preferred.
Immediate Supervisor	Day Camp Director or Lead Counselor
Employment Status	<input checked="" type="checkbox"/> Full Time Seasonal (40-50 hours per week from approx. May 18- approx. August 6) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>Counselors will work directly with the campers each day, actively participating in games/sports/activities with the campers while monitoring and supervising them, leading by example and using appropriate discipline techniques when required. This position is responsible for helping to maintain a safe, clean summer program site; ensuring a high level of program quality; and working to establish a positive impact with all campers and their families. The Counselor is a positive role model to campers. Counselors must be a highly organized, service-oriented with high energy, self motivation, and enthusiasm.</p>
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Essential Functions

(List as many specific responsibilities and duties as required, with a minimum of 5)

1. Responsible for the supervision of day campers and implementation of day camp activities.
2. Manage personal time off in accordance with camp policy.
3. Foster a positive and inclusive camp environment where campers feel safe, supported, and encouraged to participate. Assist those campers who may need help fitting into the camp atmosphere.
4. Help ensure morale of campers by monitoring rest, eating habits, and balance of activities.
5. Supervise all assigned aspects of the campers' day including activities, cleanup, meal/snack time, and rest hour as assigned.
6. Instruct campers in emergency procedures such as fire drills, evacuating buildings, severe weather warnings, etc.
7. Take inventory of all recreation and craft equipment. Notify the Day Camp Director of any repairs/replacements needed.
8. Plan, set up, clean up, and lead recreational activities. Activities may include archery, games, fishing, sports, canoeing, kayaking, paddle boating.
9. Ensure that recreation and craft equipment is stored correctly when not in use.
10. Provide excellent customer service as one of Doniphan's on-site liaisons to guests and visitors.
11. Prepare for and actively participate in all staff training, in-services, meetings, and evaluation conferences.
12. Have a complete understanding of all Lake Doniphan forms, procedures, policies, and can answer any questions related to/and can complete forms, if needed.
13. All staff should possess respect for others, punctuality, cleanliness, appropriate clothing, ownership in camp properties/equipment and programs, good sportsmanship, etc.
14. Complete understanding of the Staff Handbook, and facility policies and procedures.
15. Submit all required reports on time. (Evaluations, Incident/Accident, repair, or supplies needed)
16. Report to Day Camp Director any guest, volunteer, or site problems that you are not able to resolve on your own as soon as possible.
17. Provide opportunities for the group, so that each individual experiences success during their time at Lake Doniphan.
18. Carry out camp health, food, and safety procedures.



	19. Actively engage in camp activities with campers. 20. Other duties as assigned; these duties can and will include the cleaning of the facility at the end of each session and during the week.
Competencies/Skills <i>(List knowledge, skills, and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	Required <ol style="list-style-type: none"> 1. First Aid Certification, training will be provided. 2. AED and CPR Certification, training will be provided. 3. Lifeguarding, Waterfront, and small watercraft Certifications, training will be provided. 4. Desire to develop excellent interpersonal, problem solving, organizing and leadership skills. 5. An attitude of service to the customer that reflects patience, kindness, and gracious hospitality to all. 6. A high level of self-discipline and motivation with the ability to work on and complete assignments autonomously. 7. An attitude of flexibility and adaptation to changing situations. 8. Ability to lift 50 lbs.
Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please say how many staff and what positions are being supervised. Click here to enter text.
Background Check	A background check is required at the time of job offer and before work commences.
Registered Youth Worker	Employee is required to be a Registered Child and Youth Worker with Community of Christ, the sponsoring organization, prior to work commencing.
Anti-Harassment Training	Employee is required to complete employer provided anti-harassment training within 30 days of hire.
Grade <i>(To be filled out by Human Resource Ministries)</i>	N/A
Ministerial Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

