

March 1, 2018

## Year Round Track Out Camp Counselor

Contact: Susan Bayer, Youth Programs Director

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### General Description

Provide a safe, healthy, and fun environment for campers in the Track Out Camp Program by engaging children in age, ability, and camp themed appropriate activities while properly executing Camp and Youth Programs Procedures

### Duties and Responsibilities

- Assist with the planning, coordination, and implementation of a weekly schedule.
- Organize and lead a variety of activities each week, including crafts, nature, songs, games, swimming, indoor group games, etc.
- Make adjustments to planned activities when necessary due to weather, space constraints, interest of children, etc.
- Identify and respond appropriately to camper behavior issues.
- Ensure that the camp areas are kept clean, organized, and free of trash.
- Maintain necessary communication with Youth Programs Director about needs, concerns and updates regarding campers, parents and activities.
- Help the campers with daily self-maintenance tasks such as eating lunch together, changing clothes, and being sure all personal belongings get home each day.
- Assist in maintaining accurate program records including incident reports and daily attendance reports.
- Know and understand all emergency procedures associated with Granite Falls Swim and Athletic Club's Youth Programs department.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Help guide Junior Counselors have a deeper understanding of leadership and counseling skills.
- Attend in-service trainings, staff meetings, and special events.

### Physical Requirements and Demands

Caring for children can be physically and emotionally demanding. The Camp Counselor may be lifting and carrying children and equipment, and may spend time sitting on the floor or in child-sized furniture. The Camp Counselor will be expected to perform daily cleaning of equipment and areas using disinfectants. The Camp Counselor may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves. The Camp Counselor may come in contact with bodily fluids in the course of responding to accidents, and assisting children that are ill. The Camp Counselor will be working in a busy and often noisy environment where there may be a number of situations happening at once. The Camp Counselor must have the physical ability to lead and participate in camp activities which include, but are not limited to, park walks, swimming, team building initiatives, crafting, physical games and activities.

<b>Education</b>	High school completion or equivalent
<b>Experience</b>	Education classes and/or experience in camp, youth programs, recreation, working with children, or a related field.
<b>Degrees, Licensure, and/or Certification</b>	Upon hire, Adult and Child CPR/AED, First Aid Certifications required.
<b>Knowledge, Skills, and Abilities</b>	Knowledge of general child care and behavior, general day camp routines, games, songs, activities also preferred. Ability to lead, plan, organize, and implement program activities. Ability to work as a member of a team and accomplish tasks with little direct supervision. Strong organizational and communication skills.