



## CAMP COUNSELOR

**Job Title:** Track Camp Counselor

**Job Code:**

**Date:** 7/30/2021

**Job Level:** n/a

**Revised:** 7/31/2021

**Pay Target:** Full time

**Supervisory Responsibility:** Yes

### General Description of the Job:

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

### Duties and Responsibilities:

1. Provide leadership and guidance of a huddle group of up to 15-20 kids while appropriately engaging them in activities designed by the Camp Counselors, and/or the Youth Programs Director.
2. Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques as needed.
3. Maintain necessary communication with Youth Programs Director about needs, concerns and updates regarding Track Out Camp campers, parents and activities.
4. Ensure that camp security and organization procedures are followed – including, but not limited to, wristband nametags, carpool tags, camper counts, walkie use, etc.
5. Assist with the planning and coordination of each weekly schedule, including planning and leading activities for your own huddle.
6. Review Daily schedule, ensure outside areas and other areas of the Club are set-up appropriately for planned activities.
7. Make adjustments to planned activities when necessary due to weather, space constraints, interest of children, etc.
8. 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.
9. Attend in-services and staff meetings.
10. Maintain current certifications as required by GFSAC.
11. Demonstrate proper usage of Universal Precautions to promote a safe and healthy environment.
12. Demonstrate knowledge of and the ability to follow emergency procedures.
13. Demonstrate an awareness of self-responsibility and accountability.
14. Remain flexible in staffing patterns and resolution of staffing conflicts.
15. Participate in assignments for activities/programs as needed.
16. Work cooperatively with peers to contribute to the overall productivity of the team.

## 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 will be working in a busy and often noisy environment where there may be a number of situations happening at once. The Camp Counselor may come in contact with bodily fluids in the course of responding to accidents, and assisting children that are ill.

## Required Qualifications:

- Education:**
- Must be at least 18 years of age
- Experience:**
- Minimum of 1 year experience working with children
- Degrees, Licensure, and/or Certification:**
- Adult and Child CPR/AED, First Aid, and BBP Certifications required.
- Knowledge, Skills, and Abilities:**
- Knowledge of general child care and behavior

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

**First Name:**

**Last Name:**

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**Employee Signature:**

**Date:**

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