

GMCA Camp Counselor Job Specifications

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the Job Descriptions. Specifications are not intended to reflect all duties performed within the job.

Definition

Under the direct supervision of the Program Coordinator. Supervise and/or facilitate curriculum activities or areas to provide positive learning experiences for participants enrolled in Camp programs. A camp counselor is expected to exercise good judgment and initiative, and provide supervision of children with safety, common sense and understanding.

Distinguishing Characteristics

Camp Counselors are required to work with children of varying ages. All individuals allocated to this position require the incumbent to be able to exercise judgement and initiative, work independently and the ability to be a team player.

Supervision Received And Exercised

Receives direction from the Project Coordinator and General Manager. Exercises supervision to children and participating patrons. This position is considered to have a supervisory or disciplinary relationship over minors.

Essential And Marginal Function Statements - *Essential and other important responsibilities and duties may be included, but are not limited to the following:*

1. Implement program curriculum for After School Program and Seasonal Camps.
2. Maintain order, anticipate hazardous situations, and take steps to prevent them.
3. Implement standards for children's behavior using non-punitive methods which teach self-discipline while supporting children's self-esteem..
4. Administer first aid as needed.
5. Provides careful/concentrated supervision of play areas to ensure children's safety and learning.
6. Assist in the opening and closing cleaning procedures of the day..
7. Maintain appropriate camp counselor dress code.
8. Maintain positive, professional, and polite public relations.
9. Attend staff meetings and training sessions.
10. Maintain a cooperative relationship with all other staff members in order to create a harmonious and efficient program.
11. Establish a positive partnership with all parents.
12. Accept constructive criticism.
13. Respond to facility emergencies.

14. Maintain an emotionally and physically safe environment for participants, staff, and community
15. Help provide an atmosphere for developing good morale and well being among the community.

Marginal Functions

1. Perform related duties as assigned.

Desired Qualifications

Knowledge of:

- Know and uphold the goals and philosophy of the After-School Programs
- First Aid and CPR certified
- Recreation and physical education activities which include, but are not limited to indoor and outdoor sport activities, nature, art, dance and drama.

Ability to:

- Perform manual labor as needed to open and close the pool, maintain the pool, and perform rescues.
- Perform First Aid and CPR
- Remain calm and efficient in stressful and emotional situations and emergencies
- Understand Recreation and Child Developmental needs of school-age children
- Communicate well with others, children and co-workers.
- Instill trust and respect from staff, children, and parents.
- communicate with the Program Coordinator regarding difficult individual child behavior, potential or real health and safety concerns.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

- Previous experience as a camp counselor is desirable.

Training

- Equivalent to the completion of ninth grade; additional schooling is desirable.

License or Certificates

- First Aid / CPR Certification

Additional Requirements

1. Candidates must be at least 16.
2. Possess and maintain certification in infant and child CPR.

Working Conditions

Environmental Conditions

Outdoor environment; exposure to potential hazardous chemicals, heat, cold, sun, and inclement weather conditions; work around wet and/or slippery surfaces. The ability to Tolerate exposure to water and sunlight for prolonged periods of time.

Physical Conditions

Visual and auditory ability to observe and respond to critical incidents and the physical ability to act swiftly in an emergency situation. Ability to lead and interact in group activities and perform related physical skills and the ability to stand, walk, sit, stoop, kneel or crouch. Ability to climb, push, and pull and lift and carry objects up to 20 pounds.

Adopted by the General Manager	February 2020	Job Title Camp Counselor	Non-Exempt
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Definition

Under the supervision of the Project Coordinator and General Manager. Exercises supervision children and participating patrons. This position is considered to have a supervisory or disciplinary relationship over minors.

Distinguished Characteristics

Camp Counselors are required to work with children of varying ages. All individuals allocated to this position require the incumbent to be able to exercise judgement and initiative, work independently and the ability to be a team player.

Typical Duties

Implement program curriculum for After School Program and Seasonal Camps; Maintain order, anticipate hazardous situations, and take steps to prevent them; Implement standards for children's behavior using non-punitive methods which teach self-discipline while supporting children's self-esteem; Administer first aid as needed; Provides careful/concentrated supervision of play areas to ensure children's safety and learning; Assist in the opening and closing cleaning procedures of the day; Maintain appropriate camp counselor dress code; Maintain positive, professional, and polite public relations; Attend staff meetings and training sessions; Maintain a cooperative relationship with all other staff members in order to create a harmonious and efficient program; Establish a positive partnership with all parents; Accept constructive criticism; Respond to facility emergencies; Maintain an emotionally and physically safe environment for participants,

staff, and community; Help provide an atmosphere for developing good morale and well being among the community.; and perform necessary maintenance.

Desired Qualifications

Knowledge of: Know and uphold the goals and philosophy of the After-School Programs; First Aid and CPR certified; Recreation and physical education activities which include, but are not limited to indoor and outdoor sport activities, nature, art, dance and drama.

Ability to: Perform First Aid and CPR; Remain calm and efficient in stressful and emotional situations and emergencies; Understand Recreation and Child Developmental needs of school-age children; Communicate well with others, children and co-workers; Instill trust and respect from staff, children, and parents; communicate with the Program Coordinator regarding difficult individual child behavior, potential or real health and safety concerns.

Experience: Previous experience as a camp counselor is desirable

Education: Equivalent to the completion of ninth grade; additional schooling is desirable.

Additional Requirement: Candidates must be at least 16; Possess and maintain certification in infant and child CPR