

# Summer Camp Position Description

## Activity Counselor

### Position Description

Activity Coordinators are responsible for overseeing the safety and implementation of activities at Summer Camp. They are also responsible for the training of staff, creating schedules, and running evening programs.

### Responsible to

Activity Coordinators are hired and serve under the guidance of the Staff Director.

### Qualifications

Desire and ability to work with children outdoors in recreational or educational activities for youth. Must be a high school graduate or equivalent, or at least 21 years of age. First Aid and CPR, finger printing and background check are required. Activity Coordinators must possess the ability to relate to one's peer group, ability to accept supervision and guidance, and ability to assist in teaching an activity. We choose Program Coordinators with good character, integrity, and adaptability, enthusiasm, sense of humor, patience, problem solving ability, and self-control.

### Responsibilities

Working within the framework provided by the Camp mission and goals the Program Coordinator will:

- Teach activities to counselors
- Manage create daily schedule
- Enforce camp safety regulations
- Supervise all assigned aspects of the campers' day including cabin clean-up, meal times, daily activities, evening campfire program, and getting campers bunked down each night.
- Learn the likes and dislikes of each participant
- Recognize and respond to opportunities for problem solving in the group
- Develop opportunities for interaction between campers and staff
- Provide opportunities for the group so that each individual experiences success.
- Encourage discussion of individual or group problems or concerns
- Help each participant meet the goals established by the camp for the week program.

### Physical Requirements

1. Ability to swim
2. Ability to keep up with active groups of children ranging in age from 7-17 years.
3. Ability to provide necessary instruction and guidance to campers and camp staff.
4. Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Visual and auditory ability to identify and respond to environmental hazards related to any activities.
6. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
7. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers.
8. Willingness to live in a camp setting, work irregular hours using simple equipment, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
9. Physical ability to participate in all camp activities, including the Ropes Course (which requires being at heights, and a course weight limit), the Aquatics Center (which requires swimming), and the Bike Pump Track (which requires physically balancing and riding a bike for extended periods).

### Benefits

Weekly salary of \$400 plus room and board.

**Evaluation**

Activity Coordinators are evaluated by the Program Director at the completion of the summer based on criteria derived from the position description. Results of the review are kept in the personnel file and form the basis of rehiring and recommendation decisions.