



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Summer Camp Counselor
Supervisor: Summer Camp Manager
Work Hours: 37.5 hours/week
(M-F 8:30am – 5:00pm)

FLSA: Non-Exempt
Classification: Seasonal
Pay Rate: \$17/hr

Summary

Under the direct supervision of the Summer Camp Manager, the Camp Counselor works as a team member to provide positive social-emotional, academic, artistic and vocational development to youth from diverse backgrounds. This is a six-week summer position. The Camp Counselor will be responsible to lead their designated group of youth (at least one counselor per 10 students).

Essential Job Duties

- Develop, lead, implement, and monitor daily activities for campers.
- Plan recreational activities designed to meet the individual needs, interests, and abilities of campers.
- Provide substantial and engaging activities designed to help youth acquire and practice new concepts in challenging and interesting ways.
- Responsible for conduct, safety and supervision of youth participating in program.
- Comply with prescribed agency procedures, such as monitoring the whereabouts of participants, including their arrival and departure.
- Serve as a role model for all campers through appropriate language, attitude, engagement level, participation, and positive interactions with campers and fellow staff.
- Maintain order and ensure adherence to all safety rules and operating procedures during and after all program hours.
- Work in collaboration with Health and Safety Specialist to administer first aid for minor injuries and supervise indoor and outdoor activities.
- Maintain accurate data and tracking records on all assigned youth (i.e. incident reports, attendance, etc.).
- Provide supervision during meals.
- Participate in all summer camp duties as assigned by the Summer Camp Manager (indoor and outdoor activities).
- Participate in staff meetings and trainings as scheduled.
- Serve as a representative to parents, community members, and others.
- Document all activities and submit lesson plans, and other required documents weekly.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Comply with applicable safety and emergency requirements including demonstrated ability to fulfill responsibilities and report concerns about issues such as child abuse, domestic violence, bullying, etc.
- Promote an inclusive, welcoming, and respectful environment that embraces diversity.
- Foster academic and non-academic skills and broaden participant horizons.
- Effectively implement curricula and program activities, including ability to plan, organize, and conduct group activities and related events.
- Promote responsible and healthy decision-making amount all participants.
- Develop leadership, team building and self-advocacy skills among participants.
- Develop and maintain an effective working relationship with children, supervisors, other staff, and parents.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children’s activities, and complete records.
- Must be able to participate in sports activities, which specifically includes the ability to stand in water (pool activities) for extended periods.

Qualifications

- Associate degree in social science, human service or a related field with at least one (1) year of experience working in a structured youth program or a high school diploma with two (2) years of experience working in a structured youth program.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.



The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.