

Job Title	Summer Camp Counselor
Manager's Job Title	Program Coordinator
Department	Office
Date Created	February 19, 2019

Summer Camp Counselor

Reports To

Program Coordinator

Job Summary

The position of Camp Counselor requires the incumbent to have an energetic approach, be very comfortable and enjoys working with children, planning and instructing activities for all different age groups. To be responsible for the general safety, development, growth and achievements of the campers in his or her group. The camp counselor will provide quality outdoor educational and recreational experiences for campers.

Competencies

- At least 1-2 years of experience with childcare, teaching or camp counseling required
- Excellent communication & interpersonal skills
- Current Standard First Aid, CPR and WHMIS Certification (will be provided)
- National Lifeguarding/Red Cross Water Safety Certification (not a requirement but an asset).
- Ability to multi-tasking in a busy environment
- Other duties and responsibilities as assigned

Job Duties

- Help design, write, and implement a weekly schedule for your camp age group
- Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, sports, cooking, etc. This includes time spent on the bus for field trips
- Create a positive, safe, and fun learning environment for campers while supporting and enhancing their experiences
- Liaises with parents and children on instruction progress and report concerns to programs staff
- Assist in maintaining accurate program records including incident reports, and daily attendance
- Help guide Junior Counselors and Camp Volunteers for any events and activities
- 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.
- Assist in special events and field trips as required
- Other duties and responsibilities as required.

Job Requirements

- Upon hire, completion of Mahogany HOA First Aid certification.
- Preference will be given to those with a Red Cross Water Safety Instructor or Swim for Life Instructor certification
- Education classes or experience in camp, youth programs, recreation, working with children, or related field
- Work effectively with other people specifically young people and children.
- Ability to lead, plan, organize, and implement program activities
- Works well multi-tasking, flexible environment.
- Have leadership qualities and lead by example
- Ability to work as a member of a team and ability to accomplish tasks with little supervision
- Strong communication and interpersonal skills
- Ability to demonstrate time management skills

Work Conditions

- Must have the physical ability to lead and participate in camp activities which include but are not limited to hiking, swimming, team meetings, physical games and activities etc.
- Ability to work in outdoor environment and carry out activities
- Must be willing to work a flexible schedule (days, evenings and weekends)
- Overtime is limited but may be required
- These positions work in a variety of outdoor seasonal conditions - appropriate clothing for various weather conditions is required
- Physical activity including walking, standing and lifting (up to 50lbs)
- Position requires the operation of equipment and small vehicles