

Day Camp Counselor Position Description

Position Title: Day Camp Counselor
Department: Youth and Camp
Classification: Temporary, Non-Exempt
Supervisor: Day Camp Director
Salary Range: \$16.00 - \$17.00 per hour (depending on experience)

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Position Summary

Temple Akiba's Day Camp Counselor has the direct responsibility of children in their group. Counselors work as part of a unit and are responsible for the creation and implantation of programs. In addition, Counselors are responsible for the physical and emotional safety of the campers in their group and all campers at Day Camp. Day Camp Counselors report directly to their Unit Head prior to and during camp, and work under the leadership of Temple Akiba's Day Camp Director.

Essential Position Responsibilities

- Create a warm and welcoming, safe and secure camp atmosphere and environment
- Supervises campers and ensures safety, development, growth, skill achievement, and general well-being
- Develop, plans, leads, and implements age and content appropriate camp programs as well as participating in all camp programs including theme days and weeks and wearing official day camp shirts as directed
- Ensures the health & hygiene of themselves and their campers and the cleanliness of the entire camp, Temple Akiba, and all other facilities used and visited by the Day Camp
- Is knowledgeable of, enforces, and follows all safety guidelines and emergency procedures as well as knowing whereabouts of campers at all times.
- Consistent, honest, respectful communication with co-counselors, Unit Heads, and Directors
- Responsible for knowing and following all camp schedules and ensures camper participation
- Participate in and complete all camp evaluations within the time expectations
- Serve as a positive role model
- Attend all meetings and trainings prior to and at camp as assigned
- Maintain the highest quality of courtesy, friendliness and service toward campers, visitors and other staff at all times while at camp and when representing Akiba Day on field trips or any other offsite locations
- Understand and support Temple Akiba's and Camp Akiba's mission, vision, and values
- Work effectively with all staff members
- Additional responsibilities may be assigned

Skills

- Knowledge of child development
- Knowledge of Jewish history, traditions and culture
- Ability to plan and lead programs
- Ability to communicate effectively



Education, Experience and Requirements

- Completed Sexual Harassment Prevention Training
- Completed Mandated Reporter Training
- Complete Background Check and Fingerprinting
- CPR/First Aid/AED Certified
- Attend all staff meetings as assigned

Supervisory Responsibilities

No supervisory responsibilities required.

Physical Demands

While performing the duties of this job, the Day Camp Counselor is regularly required to sit, stand, use hands to finger, handle or feel objects or controls, reach with hands and arms, and talk or hear. This person is required to move about the entire facilities and grounds, throw, catch, bend, squat, and kick amongst other related movement. It is also necessary to and lift and carry up to 50 lbs.

Work Environment

The camp programs and responsibilities will occur at offsite parks, pools, and field trip locations and are not owned or under the control of Temple Akiba. The program will also utilize Temple Akiba’s outdoor and indoor spaces. The environment consists of indoor rooms and outdoor play areas.

Acknowledgement:

I have read and received the Day Camp Counselor position description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my position description or about my position I may contact my supervisor.

Employee Signature

Employee Name Printed

Date