

# Achievement Centers for Children

## Job Description

**Job Title:** Summer Camp Counselor – Day Camp

**Department:** Recreation Programs

**Report to:** Summer Day Camp Coordinator(s)

### Position Overview

Summer Camp Counselors are responsible for providing high quality primary care and support for the safety and activities of daily living of camper. Counselors engage appropriate practices that support social, emotional, cognitive, and communication development. Counselors develop, implement, and support camp coordinators and management in execution of all camp programming.

### Key Requirements

1. Manages direct care of campers without reluctance.
2. Assists campers as assigned or necessary with physical and personal care needs (feeding, diapering, toileting, hand washing, dressing, etc.).
3. Establishes good relationships with participants by initiating conversations and play activities.
4. Transitions out of typical duties as needed for staff needs, camp or camper emergencies, and security issues.
5. Provides on-site assistance for all summer camp programs.
6. Leads by example and participates in all camp activities; encouraging and supporting camper participation.
7. Assists, coordinates, and records activity of daily living needs and schedules.
8. Attends all required training, staff information exchange sessions, and staff meetings; reports and discusses all incidents with camp coordinators, other counselors, and camp management.
9. Addresses concerns of all campers and encourages feedback to ensure an excellent camp experience.
10. Interacts with other staff in a supportive and appropriate manner; interacts positively and provides appropriate feedback with all camp staff.
11. Responds positively to supervision and suggestions handling situations or improvement to ensure campers safety and/or enjoyment of camp programs.
12. Knowledgeable of camper's physical, social and personal care needs.
13. Gives constant attention to health and safety of campers (i.e. safety belts on all wheelchairs, prevents over-exposure to heat and sun, uses sunscreen and watches for de-hydration, etc.).
14. Relates well to campers, volunteers, and camp visitors.
15. Uses age-appropriate language and interpersonal skills with campers and staff.
16. Reports any acts of maltreatment, neglect, and/or other violations of camp policies immediately to the camp coordinator and/or camp manager.

## **General**

1. Promotes a positive image by representing the Recreation Division of Achievement Centers for Children in a courteous, professional manner
2. Adheres to all Policies and Procedures in the Achievement Centers for Children staff handbook
3. Promotes a team approach with in each camp program and throughout the agency
4. Works in family-centered partnerships with the individuals and families served by the Achievement Centers for Children
5. Practices safe work habits and contributes to ensuring a safe and healthful work environment.
  - a. Maintains the department (camp) to allow for safe, efficient and organized delivery of agency services.
  - b. Maintains all equipment in safe working order, notifying supervisor of repairs/replacements as needed.
  - c. Practices appropriate safety techniques related in Infection Control and Universal Precautions including hand washing, equipment and toy disinfecting, and laundry.
6. Fosters and maintains good public relations with all community sources.
7. Conducts self with professional dignity; understands the importance of good human relations; able to motivate others; and possesses initiative and good judgment.

## **Education, Training, and/or Experience**

1. Minimum of One Year Experience working with children.

## **Personal Skills and Abilities**

1. Have experience working in group situations.
2. Show maturity and responsibility in all actions.
3. Display a sincere interest in working with our campers.
4. Must act in a professional manner.
5. Must be willing to work a flexible schedule.
6. Must be enthusiastic and creative.
7. Have the ability to treat all staff fairly and remain objective.
8. Must show respect for all administrative staff.

## **Preferred Qualifications**

1. H.S. Diploma or G.E.D.
2. Previous camp experience with persons with disabilities.
3. Minimum 18 years of age.

## **Physical Demands**

1. Assists in lifting children and adults.
2. Loads and unloads heavy supplies.
3. Actively participates in camp programs and activities.
4. Performs custodial and maintenance duties.

5. Helps feed and toilet special needs campers.

### **Working Conditions**

1. On-call 24-hours per day (June through August).
2. Requires outdoor work in all weather conditions.
3. During Summer Camp, most of time spent outdoors.
4. Some off-site travel may be required.
5. May be required to stay residentially.

*This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of the Achievement Centers for Children.*