

**ANGEL ISLAND CAMP**  
**San Francisco Site Coordinator**  
**HEAD COUNSELOR**  
**JOB DESCRIPTION**

**JOB SUMMARY**

Under the supervision of the Camp Director, the Head Counselor plans, organizes and implements the day camp curriculum and is responsible for overseeing the safety of the campers and ensuring there is adequate supervision of the campers and activities at all times.

*We are currently recruiting for a Head Counselor/San Francisco Site Coordinator to be the liaison to our families and campers taking the ferry from San Francisco.*

Angel Island Day Camp operates from June 17- August 16, 2024. There will be **mandatory staff trainings June 10-14, 2024**. Staff trainings are paid.

**ESSENTIAL DUTIES**

- Oversee the check-in/out of campers at our San Francisco meeting location; develop positive relationships with parents; discuss campers' behavior with parents as needed and report status of events to the Camp Director.
- Supervise staff and campers while in transit from San Francisco; coordinate with the ferry operator & communicate schedule changes/delays to San Francisco camp families.
- Assist the Camp Director to ensure that all counselors are in assigned areas of supervision & assist with transitions and announcements.
- Assist the camp director in setting boundaries, limits, and rules to ensure the safety of the campers and monitor the supervision of activities; submit accident and incident reports as required; perform first aid as needed.
- Implement the scheduled camp curriculum; plan, organize, and conduct age appropriate recreational and educational camp activities as assigned; evaluate activities and make recommendations for improvement.
- Notify the Camp Director of any problems that arise within the camp in a timely manner.
- Oversee the clean-up of all activities and day camp program areas, including protecting facilities and equipment from abuse or damage by campers/staff.
- Conduct equipment/supply inspections to ensure proper use and safety.
- Complete camp records including attendance records, permission forms, and other required reports as defined by the organization's policies.
- Plans & leads daily staff meetings and required trainings.

**EXPECTATIONS**

- Act in a positive and professional manner with campers, parents, and peers.
- Commit to building a safe, child-focused community.
- Take initiative to analyze and solve problems, ideally before they happen!
- Be flexible and ready to meet changing work needs and demands.
- Be open to feedback and desire to grow professionally.

**EXPERIENCE AND QUALIFICATIONS**

- Must be at least 21 years old
- Minimum of 1 year experience in a camp program.
- CPR and 1st Aid certifications (training will be provided if needed).

**WORK HOURS AND DATES**

The camp environment is demanding, requiring dedication, and a good work ethic from each staff member. We seek staff that are capable of thriving in this environment and contributing to the camp's success.

- Camp runs, on average, 9 hours for the Head Counselor.

- Monday - Friday, 8:30am – 5:30pm
- Staff meetings daily before or after the camp day
- **Staff Training and Camp Prep:** Attend mandatory training in early June before camp begins. CPR/1st Aid training available, if needed.

## **COMPENSATION**

The Head Counselor position is a temporary, seasonal, non-exempt position and does not include benefits. Expectations for work hours are outlined above.

- During Camp: \$23- 28 per hour; DOE.
- Staff Training & Camp Prep days are paid.
- First Aid and CPR Training: available to all staff at no cost, if needed.

## **PHYSICAL DEMANDS**

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use hands and fingers and fine dexterity ability to handle activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

## **ADDITIONAL INFORMATION**

- Staff will be checked on the National Sex Offender Registry Website.
- Staff will have a criminal background check completed, most likely through a DOJ/FBI “Live Scan” fingerprint.
- Staff must have a minimum of 2 references and verified work experience.
- Staff are required to acquire current CPR, AED & First Aid Certification before camp starts.

If you have questions, please contact Tina Morales at [tmorales@theranchtoday.com](mailto:tmorales@theranchtoday.com) or call our office at (415) 435-4355.

## **THE RANCH SUMMER CAMPS**

600 Ned’s Way, Tiburon, CA 94920

[www.theranchtoday.org](http://www.theranchtoday.org)

(415) 435-4355

