

# CAMP COUNSELOR

## JOB DESCRIPTION

### JOB SUMMARY

Under the supervision of the Head Counselors and Camp Director, Camp Counselors are responsible for planning, conducting, and supervising a variety of recreational activities for campers ages 5-13 in a day camp setting, as well as the care and supervision of the campers assigned to their group.

Most camps operate from June 17 - August 16, 2024. There will be mandatory staff trainings on **June 10-14<sup>th</sup>, 2024**. Staff trainings are paid.

### ESSENTIAL FUNCTIONS

- Oversee a group of campers attending to their basic needs and resolve behavior problems/issues within camp group.
- Enforce the camp's policies/rules to ensure the safety of the campers and staff.
- Organize, collect, and transport necessary supplies to the day camp site.
- Supervise and lead assigned program areas and activities as designated by the Camp Director.
- Research, plan, and conduct activities including crafts, games, sports, science, cooking, creative play, etc. that explore a daily or weekly theme.
- Assist with the clean-up of all activities and day camp program areas including protecting park, recreation, and school facilities and equipment from abuse or damage by campers and staff.
- Report defective equipment/supplies to the Head Counselor and ensure the proper use and safety of all equipment.
- Notify the Head Counselor of any problems that arise within your camp group in a timely manner.
- Complete and/or organize camp records including attendance records, permission forms, and other required reports as defined by the Camp Director.
- Record and report accidents and incidents as required to the Camp Director.
- Attend and contribute to weekly staff meetings and required trainings.
- Adhere to established schedules and work assignments.

### 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 18 years old by the time camp starts.
- Experience preferred, but not required 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.

- Camps run, on average, 8 hours for the Tiburon Camp Counselor, San Francisco counselors 9 hours
- Monday - Friday, 8:30am – 4:30pm in Tiburon,
- Staff meetings daily from 8:30am-9:00am in Tiburon; SF staff varies
- **Staff Training and Camp Prep:** Attend mandatory training June 10<sup>th</sup>- 14<sup>th</sup>, 2024 before camp begins. CPR/1st Aid training available, if needed.

## **COMPENSATION**

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

- During Camp: \$19- 23 per hour; depending on camp hours & experience.
- Staff Training & Camp Prep days will be 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**

- All staff will be checked on the National Sex Offender Registry Website.
- All staff will have a criminal background check completed, most likely through a DOJ/FBI “Live Scan” fingerprint.
- All staff must have a minimum of 2 references and verified work experience.
- All 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**

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