

SF COORDINATOR

HEAD COUNSELOR

JOB DESCRIPTION

FANTASTICAL ADVENTURES DAY CAMPS

Fantastical Adventures Day Camps take place at Dairy Knoll building in Tiburon. We take 5- 25 campers (1st -7th grade) over to Tiburon by ferry from the San Francisco ferry building Monday- Friday.

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.

Fantastical Adventures Day Camps operate from June 17 -August 16th, 2024. There will be **mandatory staff trainings June 10- 14th, 2024**. Staff trainings are paid.

HEAD COUNSELOR 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 youth 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, 9.5 hours for the SF Coordinator- Head Counselor.
- Monday - Friday, 8:00am – 5:30pm
- Staff meetings as needed
- Staff Training and Camp Prep: Attend mandatory training in June before camp begins. CPR/1st Aid

training available, if needed.

COMPENSATION

The Head Counselor position is a temporary, seasonal position and does not include benefits. Expectations for work hours are outlined above; we are committed to paying staff more than competitive compensation.

- During Camp: \$23-28 per hour; DOE.
- 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 and carrying up to 40 lbs.
- Writing and reading.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use hands and fingers to help with activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

ADDITIONAL INFORMATION

- Staff will have a criminal background check completed, most likely through a DOJ/FBI “Live Scan” fingerprint.
- Staff will be checked on the National Sex Offender Registry Website.
- 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 or call our office at (415) 435-4355.

THE RANCH SUMMER CAMPS

600 Ned's Way, Tiburon, CA 94920

www.theranchtoday.org

(415) 435-4355

