

POSITION COMMITMENT

POSITION TITLE: CAMP COUNSELOR

ACCOUNTABLE TO: YOUTH PROGRAMS COORDINATOR

STATUS: PART TIME, NON-EXEMPT

Under the direction of the Youth Programs Coordinator, Camp Counselors are responsible for the creation of a positive, achievement-focused environment geared towards successful experiences for the Youth Activity Club and camp members of all ages and abilities. Camp Counselors must perform all duties as assigned and are the primary point of contact between the Youth Programs Coordinator and YAC and camp members. A youth programs staff member must always provide guidance, direction, comfort and appropriate discipline for all YAC members and campers.

RESPONSIBILITIES:

- Provide quality customer service, be professional at all times, ensuring that parents and campers are provided with a positive experience
- Perform necessary opening and closing procedures
- Greet members as they come in
- Ensure that all members are checked into and out of YAC and camp
- Understand and use age appropriate standards for children's discipline
- Establish and maintain good communication with members
- Establish and maintain good communication with co-workers and club staff
- Wear required uniform and nametag
- Attend mandatory staff training
- Inform Youth Programs Coordinator of any required supplies and/or materials needed for activities
- Swimming and Activities
 - Actively participate in assigned group/activity at all times as needed.
 - Provide insight and guidance to director about any concerns or suggestions for improvement.
- Supervision of Children
 - Treat children with respect, caring and warmth so a positive relationship is developed through the use of a supportive communication environment.
 - Communicate with parents about daily activities and each child's development. Each parent and child should receive a warm welcome and a fond farewell.
 - Understand and use age appropriate standards for children's discipline.

Facility Operations:

- Clean and disinfect equipment throughout the day and at closing
- Clean, organize and pick up all areas of the club throughout the day to ensure safety
- Help ensure a professional working environment



General:

- Act as a customer service representative and maintain a positive and professional attitude
- Carry out facility operations, policies and procedures
- Act as a customer service representative and maintain a positive and professional attitude
- Special projects and duties as requested
- Position may require evening and weekend hours
- Comply with all applicable membership policies of Club Greenwood
- Comply with all employment policies of JAG Management Group
- Regular attendance and punctuality for all work shifts assigned is essential for successful job performance
- Attend annual mandatory All-Staff Meeting and attend one-time New Team Member Orientation

MISCELLANEOUS:**Skills/Certifications:**

- Bi-annual CPR and AED certification required
- Good interpersonal skills and organizational skills
- Able to operate a motor vehicle, possess current auto insurance coverage and an acceptable DMV record or access to reliable transportation
- CBI/FBI fingerprinting required
- Colorado Central Child Abuse Registry required

Physical Requirements:

- Demonstrate a healthy lifestyle through maintaining and /or improving a commitment to good health and a priority and integrity for physical fitness (i.e., non-smoker, exercise regularly, etc.)
- Able to lift 45+ pounds
- Bending, stooping, stepping up, reaching regularly and working on one's feet for extended periods
- Ability to interact with children in physically active games and activities

QUALIFICATIONS:**Education/Experience:**

- Must be at least 15 years of age and demonstrate an ability to work with children. Must have three months of full-time or equivalent part-time satisfactory and verifiable experience with school age children (ie: Sunday school, scouts, sports or babysitting).

Revised by Colleen Bernardis
Updated: May 2020

