



JOB DESCRIPTION

Summer Day Camp Counselor

Title: Summer Day Camp Counselor

Date: February 2023

Wage: Hourly

Status: Seasonal

Reports To: Camp Director | Camp Coordinator

Description of Position: Counselors are the primary caregivers for each camper during day camp hours. The Counselor is responsible for planning, teaching, coordinating, and carrying out a variety of outdoor and indoor activities. Batawa Ski Hill Summer Day Camp Counselors provides children with experiences that will enrich their social development, interpersonal confidence, and will help them to grow as individuals. Our counselors must have, and instill in our campers, a passion for the natural environment, and be comfortable working each day in the outdoors and in all weather conditions.

Duties:

Duties will include, but not be limited to:

1. Assist in the direction, supervision, and organization of campers to meet the camp Goals.
 - a. Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
 - b. Assures campers are properly supervised.
 - c. Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers.
 - a. Responsible for leading or assisting with camp activities.
 - b. Actively participate in all program areas as assigned.
 - c. Provide a progression of activities to meet individual and group interests and abilities.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - b. Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Camp Director when appropriate.
 - c. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Administration Manager.

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4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example for campers and others regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Represent the camp when interacting with parents or community members.
 - a. Provide parents with appropriate feedback and information as needed for their campers to have a successful camp experience.
 - b. Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Other Job Duties:

- a. Provide supervision for campers while campers are in before and after care or during scheduled field trips off camp property.
- b. Contribute to verbal and written evaluations and communication as requested.
- c. Cleaning duties
- d. Organizing camp materials

Qualifications (Minimum Education and Experience):

1. Must be at least 17 years of age or a high school graduate.
2. Must be able to obtain or become certified in First Aid/CPR.
3. Must submit Vulnerabilities Sector Check prior to hiring if over 18 at the start of camp.
4. Ability to interact with all age levels.
5. Enrollment in a recreation/leisure field, or child focused post-secondary program considered an asset.
6. Experience working with children in a previous camp setting is also considered an asset.

Knowledge, Skills, and Abilities:

1. Understanding of the development needs of youth.
2. Ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in designated camp program areas.
4. A passion for the environment, outdoor education, and recreation.

Physical Aspects of the Job:

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.

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2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical requirements of a general counselor position could be: endurance including prolonged standing, some bending, stooping, walking long distances, hiking, biking, climbing, and stretching; eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; and daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Supervision:

This position is under the direct supervision of the Camp Director. Performance reviews will take place to ensure the employee is successful and that the job experience is rewarding and valuable to their employment goals and objectives.

Health & Safety:

The Batawa Ski Hill considers the health and safety of its employees to be of the utmost importance. The Batawa Ski Hill adheres to strict safety standards in the workplace. The employee will be under the supervision of an experienced manager. In the day-to-day operations of the ski hill, care and caution is given to always ensure the work environment is safe and pleasant.