



SUMMER CAMP COUNSELOR

EDUCATION DEPARTMENT

POSTING DATE: JANUARY 29, 2024

POSITION SUMMARY

The Summer Camp Counselor will help to create lifelong camp memories in a caring and safe environment for Summer Campers. Under the guidance of the Assistant Director of Education, the Summer Camp Counselor assists in activities to engage elementary school youth (first to fifth graders) through experiential learning throughout the summer. Summer Camp runs from July 1st through August 23rd; Summer Camp Counselors should be available all eight (8) weeks of camp focused on summer learning loss prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Help mentor campers in a variety of learning and life experiences,
- As needed, differentiate lessons and activities so they are appropriate for students of various ages and with various abilities,
- Actively engage in activities; manage cleanliness, order, and availability of activity materials,
- Ensures a healthy camp environment including encourage self-help, maintaining appropriate hygiene and cleanliness standards, safety and security of children,
- Help ensure smooth, daily transitions for children,
- Effectively manage assigned group. Maintain and enforce progressive discipline policy. Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) to ADE.
- Communicate appropriate information to parents,
- Clean up site when children depart. Inspect and return supplies to appropriate place. Follow proper cleaning requirements and procedures,
- Attend and participate in staff meetings and site events as requested,
- Interact professionally and appropriately with children, parents, staff community members and partners,
- Maintain confidentiality for all students, families and staff,
- Follow all program policies and state regulations,
- Other duties as assigned by the Assistant Director of Education and/or Director of Education.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school Diploma or equivalent
- Must be 18 years of age or older
- 21 years of age preferred and willing to obtain a chauffeur's license in order to transport campers in the Center's van
- Experience in working with school-age children in a summer camp setting preferred
- High energy
- Multilingual, preferred

- Must complete background check, CANTS and be willing to complete all immunization requirements that are mandated by the State of Rhode Island
- Regular and satisfactory attendance and punctuality are required.
- Adheres to all safety guidelines of the Center.
- Staff must be able to communicate, listen and work well with others in a team environment
- Strong oral and written communication skills and basic computer skills.
- Child/Adult CPR and First Aid certification a plus

Job Type: Seasonal Position

Schedule: 8:00 AM – 4:00 PM, Monday – Friday, 40 hours per week

Start Date: Week of June 24th – Training (Specific schedule to be determined)

Salary: \$17.00 per hour/\$18.00 per hour for those with a chauffeur's license

Note: this position could move into an After-School Program Assistant position working 2:30 PM – 6:00 PM Monday – Friday with hours available during school vacation weeks.

Submit cover letter/resume to:

Cherie Hersperger
Human Resources Manager
chersperger@mlkccenter.org
Dr. Martin Luther King Jr. Community Center
20 Dr. Marcus F. Wheatland Blvd., Newport, RI 02842