

JOB DESCRIPTION

JOB TITLE: Summer Camp Counselor (21+)

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Education

REPORTS TO: Education Coordinator

EFFECTIVE DATE: 06/06/2024

SUMMARY:

This position is responsible for helping to create lifelong camp memories for Summer Campers at the Dr. Martin Luther King, Jr. Community Center; working with elementary school youth (first graders to fifth graders) who will be engaged through experiential learning throughout the summer.

DUTIES AND RESPONSIBILITIES:

- Assists in the implementation of high-quality educational recreational opportunities and enjoyable experiences for camp participants.
- Transports Campers on field trips in the Center's van.
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- Actively engages in activities; manages cleanliness, maintenance, and availability of program materials and equipment.
- Knows and understands all emergency procedures associated with the camp program.
- Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your charges at all times.
- Maintains frequent communications with parents through informal discussions and progress reports.
- Encourages self-help and good hygiene through behavior modeling.
- Helps ensure smooth, daily transition from home to summer camp program.
- Follows all center policies and state regulations.
- Performs other duties as assigned by the Assistant Director of Education and/or Director of Education.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- **Certificates, licenses and registrations required:**
 - Chauffeur's license to transport campers in the Center's van.
 - First Aid/CPR

- **Computer skills required:**
 - Word Processing Software (Word);
 - Electronic Mail Software (Outlook);
- **Other skills required:**
 - Experience working in a summer camp setting preferred.
 - Must be available for all weeks of the summer camp program: July 1, 202 – August 23, 2024.
 - Ability to work with children and keep them actively engaged in a variety of activities.
 - Strong interpersonal skills and ability to communicate with all levels including staff, parents and children.
 - Strong oral and written communication skills and basic computer skills.

COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand.
- Continually required to walk.
- Continually required to sit.
- Continually required to utilize hand and finger dexterity.
- Frequently required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Frequently exposed to outside weather conditions.
- Occasionally exposed to bloodborne and airborne pathogens or infectious materials.
- While performing the duties of this job, the noise level in the work environment is usually loud.
- The employee must
 - occasionally lift and/or move up to 10 pounds.

ACKNOWLEDGEMENT (Optional)

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed