

JOB DESCRIPTION

JOB TITLE: Summer Camp Counselor (18+)

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Education

REPORTS TO: Education Coordinator

Pay: \$18.00/hour (\$19.00/hour with a chauffer's license)

This is a Seasonal Position – Beginning June 29, 2026

Schedule – Monday through Friday

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 always knowing the whereabouts of your charges.
- Maintains frequent communications with parents through informal discussions
- 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 to be assigned Out of School Time Program Director and/or the 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:**
- Pediatric First Aid/CPR

- First Aid/CPR – We will be offering a course prior to start of work.
- If you have a current driver's license:
 - A \$500 Bonus is being offered for a chauffer's license to transport campers in Center's van.
 - We will pay for you to get your chauffer's license.
- **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.
 - 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:

- **Productivity** - Manages workload, works efficiently, meets goals and objectives.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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.
- Continually required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Frequently exposed to outside weather conditions.
- Occasionally exposed to extreme heat or cold.
- 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 30 pounds.