

GREAT FUTURES START HERE.



Camp Counselor Job Description

Position Title: Camp Counselor

Department: Programs

Reports to: Summer Camp Coordinator

Salary: Hourly wage based on experience, years of Club service & education

Status: Seasonable part-time and full-time Monday through Friday

Starting in Mid- May and ending in mid to late August

BASIC FUNCTION: Camp Counselors are responsible for implementing and supervising summer activities and programs. Supervision requires you always to maintain a physically and emotionally safe environment. Additionally, Camp Counselors are to work towards establishing positive relationships with all Club members.

Program Responsibilities:

Assist in the organization and implementation of activities and programs

- Develop activity plans as necessary
- Provides high-quality educational and recreational opportunities and enjoyable experiences for participants
- Leads and implements camp programs for children
- Ensure all program goals and outcomes are being met

Supervising Club members in assigned programs and all activity areas

- Supervises camper and ensures their safety, development, growth, skill achievement and general well-being
- Motivate participants through enthusiastic teaching, leadership, and role modeling
- Model appropriate behavior and language as per Boys & Girls Club Policy
- Ensure staffing ratios are being followed

Responsible for the physical and emotional safety of members in assigned program areas.

- Making sure youth follow all Club rules and Code of Conduct
- Manage discipline within the area you are assigned to by redirecting, mentoring, and coaching Club members
- Ensure all Club equipment and supplies are being used carefully and respectfully and put away properly
- Notify the supervisor when supplies and equipment need to be purchased, repaired or replaced
- Maintain cleanliness and a neat appearance in all program areas
- Ensure the cleanliness of the site
- Assists in maintaining accurate program records, including incident reports, logbooks, and daily attendance
- Knows and understands all emergency procedures associated with the camp program

Club Responsibilities:

- Attend all staff meetings as requested
- Ensure your work schedules are being followed (not over or under hours unless approved)
- Ensure proper documentation is taking place with injuries/incidents/behaviors
- Certify your supervisor(s) are aware of major injuries/incidents/behaviors

Updated 1.23.25

- Participate in special programs and/or events
- Other duties as assigned

Camp Counselor Qualifications:

- Enthusiasm & upbeat personality
- Enjoys being in the company of children
- Leadership
- Alertness
- Communication skills
- Patience
- Problem-solving skills
- Stamina
- Caring personality
- Organization skills
- Mediation skills
- Ability to perform a variety of tasks outside in various climates
- Follow directions and be part of a team

SKILLS/KNOWLEDGE REQUIRED:

- Knowledge of youth development
- Ability to motivate 2nd – 9th grade youth and manage behavior problems
- Ability to implement quality programs for youth
- Ability to supervise children in a safe environment
- Willing to become certified in CPR and First Aid

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Should be physically fit to engage in Club programs with Club members when necessary, which may require being active for long periods. Activities will be held outdoors for extended periods (weather permitting). Must understand speech at normal levels; speak in audible tones so that others may understand clearly and have the physical agility to lift 30 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed throughout the Clubhouse at the BGC of Sparta, and the noise level in the work environment will fluctuate from moderate to high.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Sparta's BGC is an equal-opportunity employer.