

Job Title: Day Camp Counselor

Reports To: Kid's University Camp Director, Nancy Finney
Georgia College, Continuing Education

Position Purpose: Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily lives.

Position Dates: May 31-July 29, 2022

If hired, you are required to attend a teacher orientation on Saturday, May 21, 2022.

Work Hours: 7:30 a.m. – 5:15 p.m., Monday – Friday

Salary: Average \$375/week.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes.
 - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - Assure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers.
 - Responsible for leading or assisting with the teaching of activities.
 - Actively participate in all program areas as assigned.
 - Provide for a progression of activities within the framework of individual and group interests and abilities.
 - Assist in program areas such as waterfront, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - Be alert to camper and staff needs.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in attitude and behavior.
 - Follow and uphold all safety and security rules and procedures
 - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Represent the camp when interacting with parents or community members.
 - Provide parents appropriate feedback and information as needed for their campers to have a successful experience.
 - Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Other Job Duties:

- Provide supervision for campers while campers are transported on campus shuttles and during scheduled field trips off of camp property.

Relationships: Counselors are expected to work as a team and effectively communicate and coordinate with all staff members. Counselors are also expected to keep the program director informed.

Equipment Used: Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment.

Qualifications: (*Minimum Education and Experience*)

- Must be at least 18 years of age.
- Must be certified in First Aid/CPR or be able to obtain certification.
- Ability to interact with all age levels
- Must have previous experience supervising children.
- Must have a High School Diploma, College enrollment is preferred.

Knowledge, Skills, and Abilities:

- Understanding of the development needs of youth.
- Ability to relate to youths and adults in a positive manner.
- Demonstrated knowledge and skill in designated camp program areas.

Physical Aspects of the Job:

- Able to communicate and work with groups participating and providing necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- 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.

Some physical requirements of a general counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, and stretching; requires hand-eye coordination and manual dexterity to manipulate equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50lbs; willing to work regular hours with limited or simple equipment and facilities; and with daily exposure to sun and heat.

Application:

Application for Kids' University

Positions available: Day Camp Counselor/Teacher, Substitute

Camp Dates: May 31 – July 29, 2022

You will also be required to become First Aid/CPR (Child) Certified prior to May 31, 2022.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

Email address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Are you a: ___ Freshman ___ Sophomore ___ Junior ___ Senior

___ Graduate Student ___ Other ___ Certified Teacher

Please circle the position you are most interested in. TEACHER or SUBSTITUTE

Please rate the age groups you would like to teach: (1-most, 7-least)

___ Rising Kindergarteners

___ Rising 1st Graders

___ Rising 2nd Graders

___ Rising 3rd Graders

___ Rising 4th Graders

___ Rising 5th & 6th Graders

___ Recreation Instructor

Please list any known schedule conflicts between May 31 and July 29, 2022.

Please attach a cover letter and a résumé, which includes all work experience, student teaching experience, educational merits, and at least 3 references.

Applications may be submitted in person to 100 Chappell Hall, by e-mail to continuingeducation@gcsu.edu, or by mail to the following address:

Georgia College

Continuing Education

Campus Box 40

Milledgeville, GA 31061