

## Application for Kids' University

Positions available: Day Camp Counselor/Teacher, Substitute

**Camp Dates: May 26 – July 31, 2020**

You will also be required to become First Aid/CPR (Child) Certified prior to May 26, 2020.

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 1<sup>st</sup> Graders
- Rising 2<sup>nd</sup> Graders
- Rising 3<sup>rd</sup> Graders
- Rising 4<sup>th</sup> Graders
- Rising 5<sup>th</sup> & 6<sup>th</sup> Graders
- Recreation Instructor

Please list any known schedule conflicts between May 26 and July 31, 2020.

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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](mailto:continuingeducation@gcsu.edu), or by mail to the following address:

Georgia College  
Continuing Education  
Attn: Michelle Grove  
Campus Box 40  
Milledgeville, GA 31061

## Kids' University Overview:

**When:** Monday-Friday \* May 26-July 31 \* 8 a.m. – 5 p.m.

**Where:** Georgia College, Milledgeville, GA

**Children are divided into age groups each week. Age groups are as follows:**

- **Rising Kindergarten (Must be 5 years old by their first day of camp and will participate in water-based activities in lieu of pool.)**
- **Rising 1<sup>st</sup> Graders (Will participate in water-based activities in lieu of pool.)**
- **Rising 2<sup>nd</sup> Graders**
- **Rising 3<sup>rd</sup> Graders**
- **Rising 4<sup>th</sup> Graders**
- **Rising 5<sup>th</sup> and 6<sup>th</sup> Graders**

## **What We Do:**

Summer just wouldn't be the same without the excitement and adventure of Kids' University! In 2020, the spirit and tradition of Kids' University day camp continues with a summer full of games, arts and crafts, field trips and new friendships. The mission of Kids' University is to provide a safe and wholesome environment for kids to come and enjoy their summer. Campers will have daily opportunities to learn and have incredible amounts of FUN through DIVERSE activities. Planned activities for each theme will be age-appropriate, varying in content based on the age of the child.

Please note that Kids' University is a summer long day camp and is not considered a specialty camp. Even though each week has a theme, campers will participate in various activities throughout the week that do not necessarily always pertain to the theme.

## **Swimming Information:**

Certified lifeguards and your child's counselors are always present during their time at the Georgia College pool. Campers must be comfortable in the water and able to swim unassisted – with or without the use of floaties. Please note that Rising Kindergarten and Rising 1st Graders will participate in water-based activities in lieu of pool.

## **Who We Are:**

The people who work for Kids' University are our biggest asset. Their special interest in today's youth and their enthusiasm are what make Kids' University a wonderful experience. Current students and recent university graduates combine their experience, talents and personalities to make a unique experience each year. All of our counselors have passed a comprehensive background check and are first aid and CPR certified.

# Kid's University Summer Day Camp

## **Job Description**

Job Title: Day Camp Counselor

Reports To: Michelle Grove, Kid's University Camp Director  
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 26-July 31, 2020

If hired, you are required to attend a teacher orientation on Saturday, May 2, 2020.

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 (class will be offered as part of staff training).
- 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.*