**Summer Camp Counselor**

Job Description:

The Summer Camp Counselor is responsible for overseeing and managing a class of up to 20 campers in a classroom and outdoors. Each counselor must ensure children's safety, manage children's behavior and act as a role model and mentor; model constructive participation in all daily activities; work closely with the Camp Director to ensure safety of all children. Each Counselor is expected to contribute to a working environment that is friendly, respectful, open and honest. Counselors are responsible for implementing age-appropriate activities within a defined curriculum area for each day of camp. Counselors are responsible for providing quality care as well as a nurturing learning environment for each child.

Essential Functions-

1. Classroom or Child-Centered Responsibilities:

• Educational Activities: Lead and facilitate learning activities, prepare materials, provide and collect any necessary forms.

* Implement classroom projects and activities from the camp resource library
* Lead and oversee outdoor play activities (hiking, basketball and tennis courts, multi-purpose field, etc.)
* Lead and oversee arts programming (music, dance, theater, etc.)
* Assist with camper management when participating in other activities at camp, i.e. meals, pool, high ropes and low ropes challenge courses, special programming and events.

• Physical Environment: Create a physical space that maximizes independence of children, provides a safe and stimulating environment, which enables effective use of space, and provides an attractive and welcoming environment by:

* Organizing classroom space in a functional, clean, neat, and attractive way that encourages children to use materials as independently as is appropriate
* Engage campers in outdoor educational activities that promote the scientific method (observation, measurement, experimentation) while stimulating their senses through interactive play and hands-on learning
* Labeling spaces and materials so that it is clear to children and adults in the room where things belong
* Displaying children’s work in a way that is attractive and informative to visitors and promotes children’s self-esteem
* Alerting Camp Director to any concerns about cleanliness, needed repairs, or safety.
* Create and maintain a “peace corner” where children can go to destress and relax until they are ready to rejoin the group activity.

• Health and Safety: Enforce safety rules, participate in safety drills, intervene when children may injure themselves or others, and promptly alert the teaching team to any injury involving children or staff. Practice infection control principles (proper hand-washing, cleaning and work areas and tables, wearing of masks, etc.).

2. Team-Centered Responsibilities:

• Summer Camp meetings: Participate in regular group meetings for the purpose of discussing the needs of individual children, camp programming, as well as summer program progress and evaluation and problem-solving.

• Group coverage: Ensure that staff to child ratios are no more than 1:20. Other staff (Director or other teachers) may be called in to remain on duty if necessary to assure required staff to child ratios.

• Activity Reports and Record keeping: Assist with record-keeping activities required of the group and ensure the completion of anecdotal records, physical observation, developmental observations and reports, and any other requirements listed in Activity Reports.

3. Organization-Centered Responsibilities:

• Training: Participate in training prior to camp start, includes First Aid, CPR, AED training.

• Communication: Ensure quality communication and dialogue between Camp Director, staff and other members of Apple Ridge Farm and the community. Work with the Camp Director to identify needs including issues with classroom management, administration, payroll, time/leave, etc. and appropriate methods for communicating with the community. Be prepared to meet regularly with staff to stay informed about the program and camp information.

* Timeliness: Arrive to camp at 8:30am, before children, and be prepared to assist with camp operations and counselor responsibilities. Participate in end of the day tasks, i.e. classroom cleaning, camp staff debrief, etc.

Philosophy and Core Values:

* Providing nurturing experiences to develop our children from child to early adulthood;
* Developing lasting relationships that will inspire and motivate our children to continue to give back to their communities;
* Affirming the strengths of our children motivating them to be the best that they can be;
* Expanding “the vision” of children to be citizens of the world;
* Engaging children in programs that validate their cultural heritage and strengthen their self-image.

We believe that a high quality early childhood program promotes the physical, social, emotional, and cognitive development of young children while also responding to the needs of families. We encourage children to develop at their own pace and we are committed to making each child feel valued and special. We hope our children will grow to believe that they can make the world a better place.

Acknowledgment: I acknowledge that I have read and understand the requirements of this job description, that I have reviewed the center’s philosophy, and I agree to abide by them.

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_