Job Title: Day Camp Counselor
Department: Recreation
Reports To: Camp Director
Status: Part-Time, Seasonal (40 hrs / week, 4 – 6 weeks annually)

Job Summary

Under general supervision of the Camp Director, the Day Camp Counselor engages blind and visually impaired children in accessible activities that are educational and fun. The Day Camp counselor has a responsibility to ensure that campers are safe and engaged in the activities of the camp.

Essential Duties and Responsibilities (include but not limited to):

- Implement appropriate activities in accordance with established program goals and quality standard at Children’s Learning Center (CLC).
- Work with various organizations and groups to implement assigned programs.
- Assembles supplies and set-up and take-down of equipment, tables and chairs as needed.
- Ensure facilities, equipment and play areas are in a clean, safe and satisfactory fashion.
- Supervise and coordinate a variety of recreation and social events/programs (including community field trips and other camp-related activities and projects).
- Inform parents/guardians of important information regarding their children and upcoming events.
- Maintain accurate written on a daily basis for the camp including data related to registration, attendance, safety and activity records.
- Maintain discipline at facility, enforces rules and regulations and completes incident reports.
- Render routine first aid as necessary.
- Perform related duties as assigned.

Qualifications

Knowledge of

- Recreation, cultural and educational activities suitable for children with visual impairments or the physically challenged; fundamentals, rules, techniques and materials of group games, sports, crafts and other recreation and leisure activities; basic principles and techniques of first aid.
Ability to
- Develop interest and encourage participation in assigned activities; instruct and lead others in assigned activities; engage in moderate physical activity and provide leadership in group activities; establish and maintain effective working relationships with the public, volunteers and other employees; keep and maintain written records; work a flexible schedule based on program needs; work indoors and outside in a variety of temperatures and weather conditions; lift up to 50 lbs. and set up supplies and equipment; work independently and assume responsibility for a task; and maintain positive personnel relationships.

Education and/or Experience
- High School Diploma or near completion and at least 18 years of age.

Certificates, Licenses, Registrations
- First Aid and CPR certification and/or ability to obtain prior to the start of camp.

Language
- Proficient English, oral and written - Spanish a plus.

Signature______________________________ Date ________________