

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 \_\_\_\_\_