

JUNIOR CAMP COUNSELOR

JOB DESCRIPTION

JOB SUMMARY

Under the supervision of the Camp Counselors and Head Counselors, Junior Camp Counselors are responsible for assisting in the planning, conducting, and supervising a variety of recreational activities for campers ages 4-13 in a day camp setting, as well as the assisting in the care and supervision of the campers assigned to their group.

Most camps operate from June 17- August 16th, 2024. There will be mandatory staff trainings June 10th- 14th, 2024.

Staff trainings are paid.

ESSENTIAL DUTIES

- Assist in the oversight of a group of campers and attend to their needs and report behavior problems to a Camp Counselor/Head Counselor.
- Assist in organizing, collecting, and transporting necessary supplies to the day camp site.
- Assist in organizing and supervising crafts, games, sports, and other camp activities.
- Assist in the clean-up of all activities and day camp program areas including protecting park, recreation and school facilities and equipment from abuse or damage by campers and staff.
- Report defective equipment/supplies to the Camp Counselor/Head Counselor and ensure the proper use and safety of all equipment.
- Notify the Camp Counselor/Head Counselor of any problems that arise within your camp group in a timely manner.
- Assist in the enforcement of established rules to ensure safety of campers and staff.
- Attend and contribute to weekly staff meetings and required trainings.
- Adhere to established schedules and work assignments.
- Attend and contribute to weekly staff meetings and required trainings.

EXPECTATIONS

- Act in a positive and professional manner with campers, parents, and peers.
- Commit to building a safe, child-focused community.
- Take initiative to analyze and solve problems, ideally before they happen!
- Be flexible and ready to meet changing work needs and demands.
- Be open to feedback and desire to grow professionally.

EXPERIENCE AND QUALIFICATIONS

- Must be entering 11th grade or higher in Fall 2024
- Must obtain a work permit
- No experience necessary
- CPR and 1st Aid certifications (training will be provided, if needed).

WORK HOURS AND DATES

The camp environment is demanding, requiring dedication, and a good work ethic from each staff member. We seek staff that are capable of thriving in this environment and contributing to the camp's success.

- Camps run, on average, 8 hours for a Junior Camp Counselor.
- Monday - Friday, 8:30am – 4:30pm
- Staff meetings daily from 8:30am-9:00am
- **Staff Training and Camp Prep:** Attend mandatory training **June 10- 14th, 2024** before camp begins. CPR/1st Aid training available, if needed.

COMPENSATION

The Junior Camp Counselor position is a temporary, seasonal, non-exempt position and does not include benefits. Expectations for work hours are outlined above.

- \$16 - \$19 per hour DOE.
- Staff Training & Camp Prep days will be paid.
- First Aid and CPR Training: available to all staff at no cost, if needed.

PHYSICAL DEMANDS

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use hands and fingers and fine dexterity ability to handle activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

ADDITIONAL INFORMATION

- All staff must have a minimum of 2 references and verified work or volunteer experience.
- All staff are required to acquire current CPR, AED & First Aid Certification before camp starts.

If you have questions, please contact Tina Morales at tmorales@theranchtoday.com or call our office at (415) 435-4355.

THE RANCH SUMMER CAMPS

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