Create Healthy

**JOB DESCRIPTION**

**Job Title:** Summer Camp Counselor

**Exempt Status:** Non-Exempt

**POSITION SUMMARY:**

Summer camp counselor is responsible for the supervision and care of a group of campers, ensuring their safety, well-being, and positive experience by planning and leading various activities, providing mentorship, and fostering a fun and supportive environment while upholding camp rules and guidelines; often involving outdoor skills, sports, arts and crafts, swimming and other recreational activities depending on the camp focus.

**JOB RESPONSIBILITIES:**

* **Help lead activities**: Help lead activities like sports, games, arts and crafts, and outdoor exploration. They may also teach sports basics, and outdoor skills.
* **Supervise campers**: Counselors supervise campers during all times.
* **Ensure safety**: Counselors always ensure the safety of campers. They set up and store recreation equipment properly.
* **Maintain facilities**: Counselors maintain the cleanliness and order of camp facilities.
* **Communicate with parents**: Counselors communicate with parents regularly. They greet and see off all campers and parents.
* **Provide discipline and counseling**: Counselors provide discipline and counseling as needed. They may also mentor campers on problem solving and conflict resolution.
* **Maintain records**: Counselors maintain accurate records of data such as attendance logs, behavior issues, first aid administration, and cleaning log.

**EDUCATION AND EXPERIENCE:**

**Required:** CPR and First Aid Certification

**Preferred:** n/a

**REPORTING RELATIONSHIP:**

**Reports to:** Youth Programs Supervisor

**Positions Supervised:**  none

I have read and understood the content of this job description. I understand that it will be used as a basis for my performance appraisal. I also understand that this job description is not a comprehensive listing of every job responsibility and that other appropriate duties may be required of me while I occupy this position.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_