

## **JOB DESCRIPTION DAY CAMP COUNSELOR**

### **DESCRIPTION OF DUTIES:**

Implement fun and safe program activities and help run a ten-week Summer Day Camp program for participants ages 5 – 13. Responsibilities include direct supervision of the Summer Day Camp program participants, projects, trips, special events, etc...

### **EXAMPLES OF WORK:**

(Note: These examples are merely illustrations of the types of work that may be performed in this position. Other duties may be assigned.)

- Develop and coordinate day camp activities under the direct supervision of the Day Camp Director.
- Assist Day Camp Director in daily program activity planning and implementation.
- Institute and enforce all camp rules, regulations, policies and procedures as set forth by the South Lyon Area Recreation Authority and Island Lake Recreation Area.
- Ensure participant welfare during all activities.
- Work as a team to ensure the safety and inclusion of all program participants.
- Work cooperatively with other Day Camp Counselors, Day Camp Director and Recreation Coordinator.
- Maintain a safe and clean camp atmosphere as well as ensuring proper maintenance and storage of all camp supplies and equipment.
- Communicate with parents as needed in a professional and effective manner.
- Perform other duties as deemed necessary by the Day Camp Director.
- Attend all pre-camp and ongoing staff meetings and trainings.
- Report any suspicion of child abuse to your camp director and discuss it with no one else.
- Maintain weekly time sheets.

### **MINIMUM QUALIFICATIONS:**

- At least 18 years of age
- Ability to work the scheduled 9 weeks of camp (June 19 – August 18, 2023) and staff training (dates TBD)
- Enjoys working with children
- Must demonstrate effective planning skills in developing and implementing all Summer Day Camp activities.
- CPR and First Aid certification (provided)
- Ability to work effectively with the public and other employees.
- Must be able to take direction from supervisory staff.

*\*Please submit all resumes directly to Cristin Spiller at [cristin@slrec.com](mailto:cristin@slrec.com)*