



**TITLE:** Summer Camp Counselor

**REPORTS TO:** Camp Director

**STATUS:** Non-Exempt Hourly

**SCHEDULE:** Seasonal June 26- August 18, 2023 Monday- Friday Schedule Varies

**SALARY:** \$15-19/hr based on experience

**PRIMARY FUNCTION:**

Camp Counselors are effective leaders in the Watch City Camp. This position assists in implementing the summer camp program for kids entering grades 1-8 depending on your camp group. This includes recreational activities, leadership development, health & life skills, the arts, walking field trips and sports & fitness. Maintaining rules and regulations set forth by the Club to keep compliant with Board of Health licensing while always keeping the children's needs the highest priority is key. Counselors will guide campers in participating successfully in all aspects of camp activities. They will supervise, assist instruction and actively participate in all aspects of the campers' day.

At the Waltham Boys and Girls Club, you can expect to be part of an inclusive, energetic, hands-on, and diverse team that approaches youth's success as a matter of equity and social justice. The mission of the Waltham Boys & Girls Club is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

**KEY ROLES (Essential Job Responsibilities):**

*Youth Development*

- Assist with activities that prepare youth for success.
- Maintain the area environment that facilitates the achievement of youth development outcomes
- Recognize and respond to opportunities for group problem solving

*Programming*

- Assist in planning, development and implementation of services and activities such as character & leadership development, health & life skills, the arts, field trips, and sports, fitness & recreation
- Assist with food distribution- snack, lunch etc.
- Provide opportunities for the group so that each individual experiences success while at camp

*Safety*

- Supervise youth participants in camp onsite and offsite on field trips ensuring their health and safety
- Maintain equipment and supplies in working order
- Assist in keeping all areas of the club clean and safe
- Document incident/accident reports when needed (IMR) \*required by Board of Health

*Leadership*

- Responsible for finding coverage/contacting supervisor when absent
- Maintain close, daily (when working) contact with Club staff, campers, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

- Maintain contact as needed with external community groups, schools, members’ parents and others to assist in resolving problems.

*Organization*

- Complete necessary reports, sign out sheets and maintain records as needed for licensing
- Attend weekly Camp Counselor meetings

**OTHER DUTIES:**

- Participate in Club events
- Perform other assignments as designated by Senior Management in order to facilitate the most effective service to members, program participants, and the community.

**EXPERIENCE:**

- Experience with Children: 1 year (Required)

**KNOWLEDGE AND SKILLS:**

- **A camp counselor shall be at least 18 years of age**
- Ability to communicate, lead and work with a variety of youth ages 7-14
- Strong communication skills, both verbal and written
- Willingness to have fun, be engaging and hands on working with youth
- Ability to maintain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics
- Excellent character, integrity and adaptability
- Must have written documentation of immunization records & current physical
- CPR/First Aid certified or willing to obtain before start date
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check

**ENVIRONMENTAL AND WORKING CONDITIONS-PHYSICAL AND MENTAL REQUIREMENTS:**

**Environmental and Working Conditions:**

Work is conducted in a Club setting, indoors and outside with weekly field trips off-site. Physically able to lift, bend, stoop, climb and reach.

**Physical and Mental Requirements:**

Demonstrated ability to: Maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day activities.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date