ORANGE COMMUNITY EDUCATION AND RECREATION

JOB DESCRIPTION

Position: Orange Lions Camp Assistant Counselor

Schedule: Full Time for seven weeks in summer to include camp day 8:30am-3:30pm plus field trip hours.

Reports To: Head Counselor

REQUIREMENTS/CONDITIONS:

High School graduate or high school junior or senior with prior camp counselor experience.

Strong skills in leadership, supervision and program development.

Ability to work as part of a dedicated and enthusiastic team of community education and recreation professionals in a school/camp setting.

Current CPR Certificate (opportunity for certification available prior to the start of camp).

Meet other general qualifications of Orange Community Education & Recreation and the Orange City Schools.

DUTIES & RESPONSIBILITIES:

The Assistant Counselor is responsible for assisting the Head Counselor in planning, implementation, supervision and evaluation of their assigned Orange Lions Camp group.

- Attend in service the week prior to camp and all staff meetings during camp.

- Attend and plan activities for your campers for Camp Meet & Greet the week prior to camp.

- Help the Counselor plan weekly activities for your campers and turn in weekly lesson plans to the Director.

- Help supervise, maintain discipline and manage behavior with all campers in your group. Seek assistance from the Head Counselor or Camp Director as needed.

- Maintain safety for all campers and staff. Learn and implement all safety procedures. Document all accidents and provide Director with written accident reports when needed.

- Work with and involve the CIT assigned to your group. With the Director provide role modeling and feedback.

- Develop positive professional relationships with campers and their parents.

- Communicate camp information with parents on a regular basis.

- Participate in all camp events designated by the Head Counselor.

- Assist Head Counselor in a wide variety of duties.

- Perform other duties or responsibilities as may be assigned by OCE&R department administrators.