

# 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 or childcare experience (paid or volunteer).

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 and first aid 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.