

ORANGE COMMUNITY EDUCATION AND RECREATION

JOB DESCRIPTION

Position: Orange Lions Camp Counselor

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

Reports To: Orange Lions Camp Director

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 Camp Counselor is responsible for the 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.
- Plan weekly activities for your campers and turn in weekly lesson plans to the Director.
- Supervise, maintain discipline and manage behavior with all campers in your group. Seek assistance from the 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 Assistant Counselor and 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.
- Within budgetary guidelines from the Director, submit additional supply requests to the Director with your weekly lesson plans.
- Participate in the overall evaluation of the summer camp program
- Participate in all camp events designated by the Director.
- Work with the Camp Director for facility usage and safety relative to facility. Involve all camp staff and campers in the process of maintaining facilities and safety.
- Assist on field trips as assigned.
- Perform other duties or responsibilities as may be assigned by OCE&R department administrators.