JUNIOR CAMP COUNSELOR
JOB DESCRIPTION

JOB SUMMARY
Under the supervision of the Camp Counselors and Head Counselors, Junior Camp Counselors are responsible for assisting in the planning, conducting, and supervising a variety of recreational activities for campers ages 5-13 in a day camp setting, as well as the assisting in the care and supervision of the campers assigned to their group.

Most camps operate from June 18-August 17. There will be mandatory staff trainings June 15th and June 16th. Staff trainings are paid.

ESSENTIAL DUTIES
• Assist in the oversight of a group of campers and attend to their needs and report behavior problems to a Camp Counselor/Head Counselor.
• Assist in organizing, collecting, and transporting necessary supplies to the day camp site.
• Assist in organizing and supervising crafts, games, sports, and other camp activities.
• Assist in the clean-up of all activities and day camp program areas including protecting park, recreation and school facilities and equipment from abuse or damage by campers and staff.
• Report defective equipment/supplies to the Camp Counselor/Head Counselor and ensure the proper use and safety of all equipment.
• Notify the Camp Counselor/Head Counselor of any problems that arise within your camp group in a timely manner.
• Assist in the enforcement of established rules to ensure safety of campers and staff.
• Attend and contribute to weekly staff meetings and required trainings.
• Adhere to established schedules and work assignments.
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EXPECTATIONS
• Act in a positive and professional manner with campers, parents, and peers.
• Commit to building a safe, child-focused community.
• Take initiative to analyze and solve problems, ideally before they happen!
• Be flexible and ready to meet changing work needs and demands.
• Be open to feedback and desire to grow professionally.

EXPERIENCE AND QUALIFICATIONS
• Must be at least 16 years old
• Must possess a work permit
• No experience necessary
• CPR and 1st Aid certifications (training will be provided, if needed).

WORK HOURS AND DATES
The camp environment is demanding, requiring dedication, and a good work ethic from each staff member. We seek staff that are capable of thriving in this environment and contributing to the camp’s success.
• The camp day runs, on average, 8 hours for the Junior Camp Counselor.
• Monday - Friday, 9:00am – 4:15pm
• Staff meetings daily from 8:15am-9:00am
• Staff Training and Camp Prep: Attend mandatory training June 15th and 16th before camp begins. CPR/1st Aid training available, if needed.

COMPENSATION
The Junior Camp Counselor position is a temporary, seasonal, non-exempt position and does not include benefits. Expectations for work hours are outlined above.

- During Camp: $88-$92 per day DOE.
- Staff Training & Camp Prep days will be paid.
- First Aid and CPR Training: available to all staff at no cost.

**PHYSICAL DEMANDS**

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use hands and fingers and fine dexterity ability to handle activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

**ADDITIONAL INFORMATION**

- All staff will be checked on the National Sex Offender Registry Website.
- All staff will have a criminal background check completed, most likely through a DOJ/FBI “Live Scan” fingerprint.
- All staff must have a minimum of 2 references and verified work experience.
- All staff are required to acquire current CPR, AED & First Aid Certification before camp starts.

If you have questions, please contact Tina Morales at tmorales@theranchtoday.com or call our office at (415) 435-4355.