

# ANGEL ISLAND CAMP

# HEAD COUNSELOR

## JOB DESCRIPTION

### JOB SUMMARY

Under the supervision of the Camp Director, the Head Counselor plans, organizes and implements the day camp curriculum and is responsible for overseeing the safety of the campers and ensuring there is adequate supervision of the campers and activities at all times.

The Head Counselor will be assigned to an age group of 40-50 campers. The groups are Starfish (1<sup>st</sup> & 2<sup>nd</sup> grade), Sea Horse (3<sup>rd</sup> & 4<sup>th</sup> grade), and Sharks (5<sup>th</sup>-7<sup>th</sup> grade).

Angel Island Day Camp operates from June 18-August 17. There will be mandatory staff trainings June 14 & 15. Staff trainings are paid.

### ESSENTIAL DUTIES

- Manage the check-in/out of campers; develop positive relationships with parents; discuss campers' behavior with parents as needed and report status of events to the Camp Director.
- Assist the Camp Director to ensure that all counselors are in assigned areas of supervision & assist with transitions and announcements.
- Assist the camp director in setting boundaries, limits, and rules to ensure the safety of the campers and monitor the supervision of activities; submit accident and incident reports as required; perform first aid as needed.
- Implement the scheduled camp curriculum; plan, organize, and conduct age appropriate recreational and educational camp activities as assigned; evaluate activities and make recommendations for improvement.
- Notify the Camp Director of any problems that arise within the camp in a timely manner.
- Oversee the clean-up of all activities and day camp program areas, including protecting facilities and equipment from abuse or damage by campers/staff.
- Conduct equipment/supply inspections to ensure proper use and safety.
- Complete camp records including attendance records, permission forms, and other required reports as defined by the organization's policies.
- Plans & leads daily staff meetings and required trainings.

### 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 21 years old
- Minimum of 1 year experience in a camp program.
- 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 is capable of thriving in this environment and contributing to the camp's success.

- The camp day runs, on average, 8.5 hours for the Head Counselor.
- Monday - Friday, 9:00am – 4:15pm
- Staff meetings daily from 8:15am-9:00am
- **Staff Training and Camp Prep:** Attend mandatory training in early June before camp begins. CPR/1st Aid training available, if needed.

## COMPENSATION

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

- During Camp: \$120-136 per day of camp; 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](mailto:tmorales@theranchtoday.com) or call our office at (415) 435-4355.

## THE RANCH SUMMER CAMPS

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