

CAMP COUNSELOR

JOB DESCRIPTION

JOB SUMMARY

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

Most camps operate from June 14-August 13th. There will be mandatory staff trainings on **June 7-12th**. Staff trainings are paid.

ESSENTIAL FUNCTIONS

- Oversee a group of campers attending to their basic needs and resolve behavior problems/issues within camp group.
- Enforce the camp's policies/rules to ensure the safety of the campers and staff.
- Organize, collect, and transport necessary supplies to the day camp site.
- Supervise and lead assigned program areas and activities as designated by the Head Counselor.
- Research, plan, and conduct activities including crafts, games, sports, science, cooking, creative play, etc. that explore a daily or weekly theme.
- Assist with 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.
- Assist in ensuring campers & staff are adhering to COVID protocols set by local health guidelines.
- Report defective equipment/supplies to the Head Counselor and ensure the proper use and safety of all equipment.
- Notify the Head Counselor of any problems that arise within your camp group in a timely manner.
- Complete and/or organize camp records including attendance records, permission forms, and other required reports as defined by the Camp Director.
- Record and report accidents and incidents as required to the Camp Director.
- Attend and contribute to weekly staff meetings and required trainings.
- Adhere to established schedules and work assignments.
- Assist with the supervision of campers at extended care after camp.

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 18 years old
- Experience preferred, but not required 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 are capable of thriving in this environment and contributing to the camp's success.

- The camp day runs, on average, 8 hours for the Tiburon Camp Counselor, 9 hours for San Francisco
- Monday - Friday, 8:30am – 4:30pm in Tiburon, 8:45am-5:45pm
- Staff meetings daily from 8:15am-9:00am in Tiburon; SF staff varies

- **Staff Training and Camp Prep:** Attend mandatory training June 7th- 12th before camp begins. CPR/1st Aid training available, if needed.

COMPENSATION

The Camp Counselor position is a temporary, seasonal, non-exempt position and does not include benefits. This position falls into the legal category of "organized camp staff", which has specific allowances for calculating salary, hours worked, meal, and rest periods according to the California Department of Public Health. Expectations for work hours are outlined above.

- During Camp: \$16- 18 per hour; depending on camp hours & experience.
- 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.

THE RANCH SUMMER CAMPS

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