

LAKE ARBOR FOUNDATION, INC. - CAMP INSPIRATION LEAD COUNSELOR POSITION DESCRIPTION

The incumbent will serve as a Lead Counselor for an eight-week summer enrichment camp, Camp Inspiration, June 17 - August 9, 2024, Monday-Friday, for children, ages 6 - 12. Counselors work under the supervision of the Camp Director and may receive assignments from /work with educators who serve as the instructors:

DUTIES AND RESPONSIBILITIES:

- ◆ Provides leadership and guidance to a group of Camp Counselors in their performance of the following duties:
 - ◆ Leads, supports, motivates, and oversees, a group of campers as they participate in age-appropriate activities.
 - ◆ Facilitates activities throughout the day and participates with campers in camp activities as required.
 - ◆ Ensures campers safety by giving keen attention to the needs of campers.
 - ◆ Monitors campers to ensure compliance with camp rules and prevent accidents. Responds to incidents, such as behavioral problems or accidents.
 - ◆ Reports and records details of incidents, such as accidents or rule violations, to parents and camp staff.
 - ◆ Memorizes all emergency procedures and enforces camp rules.
 - ◆ Transitions to different classes with the children, assesses the general welfare of his/her group of campers.
 - ◆ Communicates effectively with the Lead Counselors and Camp Inspiration leadership.
 - ◆ Assists Camp Inspiration instructors, as needed.

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- ◆ Cleans, maintains, and ensures proper use of camp facilities and equipment.
- ◆ Performs other assignments as from time to time may be assigned.

WORK SCHEDULE:

During camp operation, Monday through Friday, 8:30am - 4:30pm NTE to exceed eight hours. Maintains flexibility to adjust the schedule to provide After Care and/or Before Care coverage, as needed within the eight-hour schedule as assigned. Must be available to attend mandatory Camp training and related parent gatherings as required.

QUALIFICATIONS:

- ◆ Must be at least 18 years old
- ◆ High school diploma, equivalent, or active enrollment in school.
- ◆ Experience working as camp counselor or working with specific activities involving children is preferred.
- ◆ Ability to lead, plan, organize, and implement program activities.
- ◆ Ability to lead other counselors and work as a member of a team.
- ◆ Ability to accomplish tasks with little direct supervision.
- ◆ Physical ability to participate in activities, run, climb, swim, lift, or support the weight of children.
- ◆ High level of responsibility and accountability.
- ◆ Upbeat, engaging personality.
- ◆ Demonstrated strong communication, interpersonal, organizing and leadership skills

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CONDITIONS OF EMPLOYMENT:

- ◆ Federal/State Background Check
- ◆ State Child Protective Service Clearance
- ◆ Documented age-appropriate COVID-19 vaccination and required booster(s)
- ◆ First Aid/CPR Certification