

## Day Camp Job Descriptions

**Required Dates of Employment: June 8<sup>th</sup> – August 23<sup>rd</sup>, 2019**

### Counselors

**General Counselor:** Nurture, interact, support and create a safe and inclusive environment in which the campers will have a fun-filled, exciting camp experience. Responsibilities include managing a group with a co-counselor(s) and campers Monday-Friday, supervising all aspects of the camper's day, leading campers through a weekly schedule and participating/teaching/assisting in all activities. Must be 18 years old.

**Lifeguard Counselor:** Nurture, interact, support and create a safe and inclusive environment in which the campers will have a fun-filled, exciting camp experience. Responsibilities include managing a group with a co-counselor(s) and campers Monday-Friday, supervising all aspects of the camper's day, leading campers through a weekly schedule and participate/teach/assist in all activities including waterfront specific programming. Must be 18 years old and certified through the Red Cross.

**Ranch Counselor:** Nurture, interact, support and create a safe and inclusive environment in which the campers will have a fun-filled, exciting camp experience. Responsibilities include managing a group with a co-counselor(s) and campers Monday-Friday, supervising all aspects of the camper's day, leading campers through a weekly schedule and participate/teach/assist in all activities including ranch specific programming. Must be 18 years old.

### Specialists

**Arts & Crafts Instructor:** Manages the Arts & Crafts program at Day Camp. Responsibilities include planning, preparing, and leading all arts and crafts programming for the various age levels of campers and Day Camp. Must be 18 years old.

**Lifeguard:** Works with the Waterfront Director and Assistant Director to lead/supervise all waterfront activities at Day Camp, including water safety and swim tests. Provides oversight during activity times and as needed. Must be 18 years old and certified through the Red Cross.

**Logistics Staff:** Assists the Day Camp Director and program area directors with daily tasks to ensure seamless delivery of Day Camp programs. Responsibilities include conducting daily logistics tasks, such as setting up for various activities, filling/distributing water jugs, and facility/program area maintenance. Must be 18 years old.

**Media Staff:** Responsible for taking daily photos in all activities and areas of Day Camp. The Media Specialist coordinates group/all-camp photos, uploads pictures to the website, and creates weekly slideshows that showcase that specific session. Must be 18 years old.

## **Coordinators**

**Age Group Coordinator - Snoopers:** Manages the Snoopers age group (4 years old- entering Kindergarten). Responsible for creating, planning and implementing programming, managing staff assigned to age group, and working with the Traditional Age Group Program Director. Must be 18 years old.

**Age Group Coordinator - Explorers:** Manages the Explorers age group (entering 1<sup>st</sup>- 2<sup>nd</sup> grades). Responsible for creating, planning and implementing programming, managing staff assigned to age group, and working with the Traditional Age Group Program Director. Must be 18 years old.

**Age Group Coordinator – Pathfinders and Challengers:** Manages the Pathfinders and Challengers age groups (entering 3<sup>rd</sup> – 6<sup>th</sup> grades). Responsible for creating, planning and implementing programming, managing staff assigned to age group, and working with the Traditional Age Group Program Director. Must be 18 years old.

**Health and Safety Coordinator:** Assists the Health and Safety Director in managing the health of all campers and staff at Day Camp. Must be 18 years old.

**Specialty Camps Coordinator 1:** Manages Fish, Frogs, & Forts, Aquamania and Travelers Specialty Camp programs at Day Camp, and is responsible for the planning, developing, and execution of these Specialty Programs. This includes ensuring the well-being and safety of each individual in Specialty Programs, ordering and maintaining all equipment, and working with the Specialty Camp Program Director. Must be 18 years old.

**Specialty Camps Coordinator 2:** Manages Watersports, Adventure Challenge, High Five Sports, Mini All Stars, and Adventure in Imagination Specialty Camp programs at Day Camp, and is responsible for the planning, developing, and execution of these Specialty Programs. This includes ensuring the well-being and safety of each individual in Specialty Programs, ordering and maintaining all equipment, and working with the Specialty Camp Program Director. Must be 18 years old.

**Specialty Camps Coordinator 3:** Manages Rods & Reels, Copneconic Survivor and STEM programs at Day Camp, and is responsible for the planning, developing, and execution of these Specialty Programs. This includes ensuring the well-being and safety of each individual in Specialty Programs, ordering and maintaining all equipment, and working with the Specialty Camp Program Director. Must be 18 years old.

**Specialty Camps Coordinator 4:** Manages Navigators, Nature Discovery, and Trekkers programs at Day Camp, and is responsible for the planning, developing, and execution of these Specialty Programs. This includes ensuring the well-being and safety of each individual in Specialty Programs, ordering and maintaining all equipment, and working with the Specialty Camp Program Director. Must be 18 years old.

## **Assistant Directors**

**Assistant Waterfront Director:** Supports the Waterfront Director in managing the daily functions of the Day Camp waterfront. Must be 21 years old and certified through the Red Cross.

## **Directors**

**Assistant Day Camp Director:** Supports the Day Camp Director in managing the daily functions of Day Camp. Responsible for ensuring high quality program delivery, managing Program Directors, and assisting in the general safety and well-being of the campers and staff.

**Traditional Age Group Program Director:** Oversees all operations of the Traditional Age Group Day Camps. Responsible for positive behavior intervention, ensuring the delivery of high quality character development sessions and programming, and managing Traditional Age Group Day Camp Coordinators. Must be 21 years old.

**Specialty Program Director:** Oversees all operations of the Specialty Day Camps. Responsible for positive behavior intervention, ensuring the delivery of high quality character development sessions and specialty programming, and managing Specialty Camp Coordinators. Must be 21 years old.

**Waterfront Director:** Responsible for the general safety of campers and staff at the waterfront, supervising the lifeguard team, and to overseeing all aquatics programs at the Day Camp beach. Must be 21 years old and certified through the Red Cross.