



Camp Fire Illinois Prairie DAY CAMP COUNSELOR JOB DESCRIPTION

CLASSIFICATION - Non-Exempt

SEASONAL; This position is up to 40 hours per week during summer Day Camp session and includes training prior to the beginning of day camp season. Hours can be adjusted by Director of Day Camp on a daily basis due to camper attendance levels.

REPORTING RELATIONSHIPS

Position Report to: Director of Day Camp

POSITION PURPOSE

Day Camp Counselors works with youth to execute the Camp Fire Illinois Prairie Day Camp programs. This position is responsible for providing leadership, ensuring safety of all participants, and direct supervision of children in all planned activities.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provide a safe and healthy environment, both physically and mentally, to ensure the operation of a quality Children's program.
- Ensures children are aware of rules, and daily scheduled activities.
- Attend all staff meetings and training sessions scheduled by Day Camp Director and CEO Camp Fire Illinois Prairie.
- Assist in planning and implementing of the daily activities that fit the children's needs, interests, and theme of camp weeks.
- Takes responsibility for the quality of the supplies, equipment, and materials.
- Report all suspicions of child abuse to proper authorities.
- Make sure proper procedures are followed for sign-in/out of children on a daily basis.
- Reports all accidents to the Supervisor, and completely fills out proper health log and/or accident/incident form.
- Direct or assist in the daily maintenance of the camp facilities, ensuring safety and cleanliness both indoors and out.
- Assume equal share of the regular housekeeping chores such as cleaning, preparing for daily activities, and cleaning up after projects, meals, and snacks.
- Ensure that Camp Fire Thrive{ology} programming is evident in all activities.
- Establish a relationship with each child and know his or her present level of understanding; consider the needs of all children and treat each child with respect and dignity.
- Work toward positive staff/parent relations.
- Participates in member retention and all camp events.
- Completes all paperwork clearly and concisely.
- Remains up to date on emergency procedures and Camp Fire Illinois Prairie Day Camp policies.
- All other duties as assigned by management.

JOB REQUIREMENTS

- Must possess current CPR and First Aid licensing – available through local Red Cross offices
- Must have excellent leadership skills
- Excellent communication and interpersonal skills
- Desire and ability to work with children ages 5-17
- Demonstrated responsibility and dependability
- Follow through actions regarding communication with all parents
- May be required to lift and carry up to 50 lbs. in various forms
- Must exhibit patience and understanding
- Receives and follows detailed instructions. Must be alert at all times, keeping safety in mind
- Must possess acceptable hearing and visual capabilities in order to monitor environment and children's well-being
- Must be capable of working under pressure in a somewhat disruptive environment
- Ability to work up to 40 hours per week for the entire eleven-week day camp season, plus pre-camp session week of training
- Must have a high school diploma or equivalent



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INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards necessary to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Job descriptions are not intended as and do not create employment contracts. Camp Fire Illinois Prairie maintains its status as an At Will employer.

Camp Fire Illinois Prairie is an Equal Opportunity Employer.

Employee Name (Printed)

Employee Signature

Date

Program Coordinator Name(Printed)

Program Coordinator Signature

Date