



Camp Counselor Job Description

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Position: Day Camp Counselor

Reports to: Camp Director

Time Commitment: M-F (40 hours/week); 6/3/24 - 8/2/24

Compensation: competitive hourly rate; paid every 2 weeks.

PRIMARY PURPOSE: Camp counselors are responsible for maintaining safety and caring for a camper crew throughout the daily camp schedule. Counselors will work together to lead and facilitate camp programming throughout the day, including camper crew time, Discovery Stations and Foxes' FirePit.

PROFESSIONALISM:

- Report to work well rested, on time and maintain consistent attendance for all 8 weeks.
- Communicate necessary absences with as much advance notice as possible.
- Establishes positive and professional relationships with children, parents and colleagues.
- Support and uphold The Discovery School Day Camp philosophy and policies.
- Show initiative in problem solving and be open to new ideas.
- Approach challenges with imagination and a sense of humor.
- Maintain confidentiality about issues regarding children and families.
- Respect and appreciate individual learning styles, culture and point of views.
- Model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions.

HEALTH AND SAFETY:

- Ensure the safety and general wellbeing of all campers.
- Report any accidents and notify parents in a timely fashion.
- Understand and follow The Discovery School Health and Safety guidelines
- Familiarize yourself weekly with your camper crew names, approved pick-up people, allergy information, lunch choices and any other information parents provide.
- Follow state regulations regarding incidents of abuse or neglect.
- Demonstrate the ability to remain calm and follow the Emergency Plan in the event of an emergency.
- Have ability to lift, move or hold children with a weight of up to 50 pounds or more if necessary for safety purposes.

OPERATIONAL RESPONSIBILITIES:

- Download and use the Brightwheel app to access camper profiles, share photos and communicate with families.
- Maintain a well-organized, safe and clean camp environment.
- Develop a positive relationship with each child and promote the development of self-esteem.
- Follow our positive discipline approach and Code of Conduct as outlined in the staff and family handbook.
- Report any signs of illness, injury, emotional disturbance or other disorder to the director.
- Implement the daily program of activities with safety and fun in mind.
- Lead daily programming at each Discovery Station. Set up and clean up each station as needed.
- Lead all camper crew activities, games, and transitions, including lunch, snack and clean up time.

- Work together with other counselors to lead Foxes' FirePit songs, activities and skits.
- Establish a positive relationship with each child's family by addressing them by name, welcoming them to camp, and sharing positive information about their child's day.
- If/When sharing about something confidential, provide privacy and maintain confidentiality. Share and respond to families with sensitivity and respect.
- Be inclusive of children with disabilities and special needs. Modify activities and/or implement accommodations as outlined on an Individualized Camper Plan.
- Be willing to facilitate activities both indoors and outdoors in all weather throughout our 7-acre nature campus.
- Demonstrates a full range of motion to lift, reach, squat, climb, sit or otherwise fully participate in activities.

QUALIFICATIONS:

- Must be 18+ years of age.
- Must have a love and willingness to serve children and their families.
- Strongly support and execute The Discovery School Day Camp's mission.
- Obtain all necessary clearances (Linked below)
- Educational requirements: Highschool diploma and/or actively pursuing or already obtained a college degree, preferably in a child-related field such as early childhood or elementary education.
- Be willing to obtain CPR and First Aid Certification during training week.
- Be able to manage multiple priorities and complete assigned tasks in a timely manner.
- Have the social skills necessary to relate to a variety of people in a highly collaborative environment, remaining positive even under stressful situations.

Links to necessary Clearances:

- [PA Criminal Background Check](#) *
- [PA Child Abuse Check](#) *
- [FBI Criminal Background Check](#) *
- [Act 31 Online Training](#) *

Other Requirements:

- CPR/first-aid certified - included and paid for in summer camp staff training week
- Available for staff camp staff training week (6/3/24 - 6/7/24)

**Clearances and Act 31 training must be valid through August 2, 2024.*

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Discovery School is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity