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heart of michigan

Job Title:	Day Camp Counselor	**Reports To:**	Assistant Camp Director
Department/Group:	Program	**Job Code/Req#:**	79301
Location:	See Below	**Travel Required:**	Minimal
Level/Salary Range:	Wages starting at $7.40/hour	**Position Type:**	Seasonal
Program Contact:	Program Specialist **Lansing:** Ana Lesmez **Ypsilanti/Ann Arbor:** Erin Mattimoe **Kalamazoo:** Nicole Wilkinson **Saginaw:** Michelle Holmes	**Date posted:**	
Will Train Applicant(s):	Yes	**Posting Expires:**	Until position is filled

Applications Accepted By:

FAX OR E-MAIL: **Lansing:** (517) 699-9405 or lansingdaycamp@gshom.org **Ann Arbor:** (734) 714-3037 or Ypsilantidaycamp@gshom.org **Kalamazoo**: (269) 492-1439 or Kalamazoodaycamp@gshom.org **Saginaw**: (989) 799-1450 or Saginawdaycamp@gshom.org **Subject Line:** Day Camp Counselor **Attention:** Program Department	**MAIL:** Program Department Girl Scouts Heart of Michigan Subject Line: Day Camp Counselor **Lansing:** 1223 Turner Street Suite 200 Lansing, MI 48906 **Ann Arbor/Ypsilanti:** 444 James L Hart Parkway Ypsilanti, MI 48197 **Kalamazoo:** 601 West Maple Street Kalamazoo, MI 49008 **Saginaw:** 5470 Davis Road Saginaw, MI 48604

Job Description

Position Purpose:

Must be able to understand and work with the mission of Girl Scouts Heart of Michigan (GSHOM), which is; Girl Scouting builds girls of courage, confidence and character who make the world a better place. The counselor will also ensure the safety of the girl's that attend Summer Day Camps in GSHOM, and keep daily and weekly functions of day camp running up to the standards of GSHOM.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes.
2. Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
3. Assures campers are properly supervised at all times.
4. Be aware of and implement safety guidelines.
5. Ensure that the quality programs and activities for campers that meet GSHOM mission and outcomes.
6. Responsible for leading or assisting with the activities that are stated in the GSHOM Summer Camp Guide.

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7. Actively participate in all program areas as assigned.

8. Provide for a progression of activities within the framework of individual and group interests and abilities.

9. Maintain high standards of health and safety in all activities for campers and staff.

- Provide the daily care of each camper within your supervision including recognition of personal health needs.
- Ensure that campers receive their medications from the designated health officer.
- Be alert to campers needs, inform the Assistant Camp Director of any issues or concerns. The Assistant Camp Director will have documentation that needs to be filled out by the appropriate individual or individuals. The Assistant will immediately notify the Camp Director.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the Assistant Director.
- Be aware of and implement safety guidelines state by GSHOM and the *Safety Activity Check Points*.

10. Be a role model to campers and staff in your attitude and behavior.

11. Follow and uphold all safety and security rules and procedures that are set by Girl Scouts Heart of Michigan.

12. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, active involvement, and daily functions of day camp.

13. Represent the camp and Girl Scouts Heart of Michigan when interacting with parents or community members.

14. Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.

15. Follow appropriate safety and security protocols when campers are in public.

Other Job Duties:

- Provide supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp property.
- Contribute to verbal and written evaluations and communication as requested.

Equipment Used:

Staff must be able to learn and use the equipment that is used during the operations of day camp. Items may include; dishwasher, stove, oven, and other equipment necessary for the program.

Qualifications: (Minimum Education and Experience)

- Must be at least 18 years of age or 17 years old with a high school diploma.
- Must be able to obtain or become certified in First Aid/CPR.
- Must submit health history record prior to first day of work.
- Ability to interact with all age levels.
- Ability to pass the background checks that are done by Girl Scouts Heart of Michigan.

Knowledge, Skills, and Abilities:

- Understanding of the developmental needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrated knowledge and skill in designated camp program areas.

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Physical Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical Requirements:

This position requires that a staff member is able to actively participate within program needs. Must have the ability to be outside with girls, ensure their safety during activities. Must be able to walk for extended period of time, remain actively aware of the surroundings and safety during all activities. Must be able to lift 50 lbs.

Compensation:

Wages starting at $7.40/hour

Locations & employment dates (closed week of July 4):

Lansing: Camp Wacousta Day Camp June 23-August 31, 2014

Ypsilanti/Ann Arbor: Ypsilanti/Ann Arbor Regional Center Day Camp June 9 – August 31, 2014

Kalamazoo: PATC Day Camp June 9 – August 31, 2014

Saginaw: Saginaw Regional Center Day Camp June 23 to August 31, 2014

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.