

<b>Job Title:</b>	Day Camp Counselor	<b>Reports To:</b>	Day Camp Director
<b>Department/Group:</b>	Outdoor	<b>Job Code/Req#:</b>	
<b>Location:</b>	See Below	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$9.50/hour	<b>Position Type:</b>	Seasonal
<b>Program Contact:</b>	Day Camp Director <b>Ypsilanti/Ann Arbor:</b> Rachael Brighton <b>Kalamazoo:</b> Rachael Brighton	<b>Date posted:</b>	February 14, 2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until position is filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b>		<b>MAIL:</b>	
<b>Ypsilanti:</b> (734) 714-3037 or <a href="mailto:Ypsilantidaycamp@gshom.org">Ypsilantidaycamp@gshom.org</a> <b>Kalamazoo:</b> (269) 492-1439 or <a href="mailto:Kalamazoodaycamp@gshom.org">Kalamazoodaycamp@gshom.org</a> <b>Subject Line:</b> Day Camp Counselor <b>Attention:</b> Outdoor Department		Program Department Girl Scouts Heart of Michigan Subject Line: Assistant Camp Director <b>Ypsilanti:</b> 444 James L Hart Pkwy Ypsilanti, MI 48197 <b>Kalamazoo:</b> 601 West Maple Street Kalamazoo, MI 49008	
<b>Job Description</b>			
<b>Position Summary/Objective:</b>			
<p>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.</p>			
<b>Essential Job Functions:</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.</li> <li>3. Assures campers are properly supervised at all times.</li> <li>4. Be aware of and implement safety guidelines.</li> <li>5. Ensure that the quality programs and activities for campers that meet GSHOM mission and outcomes.</li> <li>6. Responsible for leading or assisting with the activities that are stated in the GSHOM Summer Camp Guide.</li> <li>7. Actively participate in all program areas as assigned.</li> <li>8. Provide for a progression of activities within the framework of individual and group interests and abilities.</li> <li>9. Maintain high standards of health and safety in all activities for campers and staff.</li> </ol>			

- 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.

**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 navigate a variety of terrains for extended periods of time, remain actively aware of the surroundings and safety during all activities. Must be able to lift 50 lbs.

**Compensation:**

\$9.50/hour

**Locations & employment date:**

**Ypsilanti:** Ypsilanti Regional Center Day Camp: June 10 – September 13, 2019

**Kalamazoo:** Kalamazoo Regional Center Day Camp: June 10 – September 13, 2019

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_