



Berean Community Development Corporation

POSITION DESCRIPTION

JOB TITLE:	Summer Camp Lead Support Counselor	DEPARTMENT:	Summer Camp
CLASSIFICATION:	Non – Exempt / Seasonal	LOCATION:	Berean Christian Church
REPORTS TO:	Camp Director	SUPERVISES:	None

PRINCIPLE ROLE

Responsible for the direct care, supervision and well- being of all children. Leading in the implementation of age-appropriate, intriguing, and exciting camp programs and activities, and to provide safe, nurturing, and fun environment for the children. A Lead Support Counselor must demonstrate outstanding moral standards & character, integrity and excellent communication skills in addition to a wonderful sense of humor.

PRIMARY RESPONSIBILITIES

- Aiding the Director with field trip coordination, maintaining an accurate count of campers and assisting with arrangements for other Berean Camp Staff and campers
- Assisting the Director with preparation and execution of the weekly schedule that includes academic instruction, field trips, arts and crafts, indoor/outdoor activities, and swimming
- Being attentive campers' behaviors, assessing its appropriateness and applying outlined behavior-management techniques when necessary
- Developing and fostering interpersonal relationships between participants, and is pro-active creating an environment of cooperation, friendliness, and helpfulness towards staff and members.
- Enforcing appropriate safety regulations and emergency procedures to assist campers in case of an emergency (fire, evacuation, illness, or injury).
- Ensuring the camp facility is neat, orderly and free of all safety impediments.
- Exemplifying appropriate behavior and is a role model for participants; actively listens to all children and shows patience, understanding, and respect for others.
- Instructing and guiding participants and parents through the rules of the program
- Keeping all necessary supplies on hand and well maintained at all times.
- Knowing, enforcing and following all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for the children's safety and whereabouts at all times.
- Providing a positive environment for all participants, and actively encourages participation to ensure growth and development
- Reporting all unusual incidents or accidents immediately to the Camp Director or Assistant Director and completes all applicable and necessary reports.
- Serving as liaison between camp counselors, parents and Camp Director
- Tracking campers' daily attendance and maintaining accurate and complete records.
- Performing other duties assigned as directed by the Camp Director

QUALIFICATIONS

- Must be at least 18 years of age
- 1-2 years of experience working with children, preferably in a camp setting
- Must have excellent interpersonal skills with ability to communicate with all levels of the organization.
- CPR certification preferred
- Active membership of Berean Christian Church is preferred

Physical Requirements

- Ability to assist campers in an emergency (Fire, evacuation, illness, injury)
- Ability to lift and carry 50lbs, Sit, Stoop, Kneel and Crouch
- Ability to maintain the confidential nature of personnel related information
- Ability to multi-task in fast paced environment
- Ability to receive and respond to requests from parents, members and children in a courteous and tactful manner
- Ability to lead a group of 15 + participants in outdoor/indoor activities; stand and work in extreme heat
- Ability to work with chemicals
- Current First Aid/CPR Certifications

INTENT

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 required 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.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Department Approval By:	Department Approval Date:	HR Approval Date:	Salary Grade: