



Berean Community Development Corporation

POSITION DESCRIPTION

JOB TITLE:	Summer Camp Assistant Counselor	DEPARTMENT:	Summer Camp
CLASSIFICATION:	Non-Exempt (Seasonal)	LOCATION:	Berean Christian Church
REPORTS TO:	Summer Camp Director	SUPERVISES:	None

PRINCIPLE ROLE

Responsible for assisting the Summer Camp Lead Counselor with making the camp a fun, enjoyable and a safe environment for campers to thrive in. They must be enthusiastic, have positive outlook and possess a strong desire to make an impact on a child's life. The Assistant Counselor must also demonstrate outstanding moral standards, character and integrity and present excellent communication skills along with have a wonderful sense of humor.

PRIMARY RESPONSIBILITIES

- Aiding Camp Counselors in helping campers learn how to responsibly play together, work together and enjoy each other by using team-building skills.
- Assisting in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Availing themselves for various schedule changes.
- Being attentive to campers' behaviors, assessing its appropriateness and applying outlined behavior-management techniques when necessary.
- Communicate with parents about participant's experiences and report concerns to Camp Leadership.
- 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.
- Maintaining constant observation of the pool area/body of water, know/review all emergency procedures and respond to emergency situations immediately.
- Participating in the creation, preparation and execution of the weekly schedule that includes educational workshops, field trips, arts and crafts, indoor/outdoor activities, and swimming.
- Performing all other duties as assigned by the Summer Camp Lead Counselor and/or Summer Camp Director.
- Providing support with field trips protocols and maintaining an accurate count of the children.

QUALIFICATIONS

- Ability to participate and lead with indoor and outdoor activities
- CPR Certification
- Must be at least 18 years of age.
- Must have High school diploma or GED.
- Must have a valid driver's license.
- Must be able to lift a minimum of 35lbs.
- Must be able to work flexible shifts
- Preferred active member of Berean Christian Church

ATTRIBUTES

- Ability to receive and respond to requests from internal and external members and guests in a courteous and tactful manner
- Ability to complete duties and task assigned in a timely manner
- Ability to maintain the confidential nature of personnel related information
- Detail oriented with excellent interpersonal skills with ability to communicate with all levels of the organization.

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: