

# Orange Community Education & Recreation Job Description



**Position:** Orange Youth Sports Summer Camp Counselor

**Schedule:** Seasonal (Summer), Monday- Friday 8:45am – 3:15pm

**Reports To:** Orange Youth Sports Coordinator

## **Job Description:**

The Camp Counselor position is responsible for the supervision, program implementation, and evaluation of their assigned camp group. (Grades k-2, or 3-7)

## **Requirements:**

- High school graduate or high school junior or senior with prior camp counselor experience.
- Strong skills in leadership, supervision and program development.
- Knowledge of different sports, gym games and active camp games. Ability to lead sports & games.
- Ability to work as part of a dedicated and enthusiastic team of community education and recreation professionals in a school/camp setting.
- Current CPR Certificate (opportunity for certification available prior to the start of camp).
- Meet other general qualifications of Orange Community Education & Recreation and the Orange City Schools.

## **Essential Job Functions**

- Attend camp training prior to camp and all staff meetings during camp.
- Generate and cultivate a “fun” atmosphere for both youth participants and staff.
- Attend and plan activities for campers.
- Supervise, maintain discipline and manage behavior with all campers in your group. Seek assistance from the Camp Leader as needed.
- Maintain safety for all campers and staff. Learn and implement all safety procedures. Document all accidents and provide Youth Sports Coordinator with written accident reports when needed.
- Develop positive professional relationships with campers and their parents.
- Communicate camp information with parents on a regular basis.
- Participate in the overall evaluation of the summer camp program
- Participate in all camp events designated by the Camp Leader.
- Work with the Camp Leader for facility usage and safety relative to facility. Involve all camp staff and campers in the process of maintaining facilities and safety.
- Assist on field trips as assigned.
- Perform other duties or responsibilities as may be assigned by OCE&R department administrators.

## **Required Skills and Abilities**

- Be professional at all times when interacting with staff, participants, and spectators.
- Spend time learning all rules, regulations, policies/procedures, and official's mechanics for each sport, prior to working any sport for the first time. Be prepared to perform other job positions when called upon and answer questions directed to you by other employees, participants, and spectators.
- Work with other campus recreation staff in a cooperative manner.
- Always arrive on time.
- Communicate to a supervisor, if there will be a tardiness, or absence.
- Attend regularly scheduled meetings
- Adhere to Orange Youth Sports Staff Discipline Policy if expectations are not met.