

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

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**TITLE:** AIM Summer Camp Counselor  
**PERFORMANCE PROFILE SOURCE:** AIM Summer Camp Counselor  
Contract position (June 1-July 19)  
**DEPARTMENT:** Programs Staff  
**REPORTS TO:** Program Director

## **PRIMARY FUNCTION:**

Organize and plan an activities schedule for your camp group. Organize and lead a variety of small and large group activities each week.

## **KEY ROLES (Essential Job Responsibilities):**

### **Program Development and Implementation**

1. Create an environment that facilitates academic excellence:
  - Write a weekly schedule;
  - Identify and respond to camper behavior issues;
  - Ensure that the site/classroom is kept clean, organized, and free of litter;
  - Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance;
  - Know and understand ALL emergency procedures associated with the AIM program;
  - Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times; and
  - All other duties as assigned by Leadership

### **Communication**

2. Communicate about participants' experiences and report concerns to Program Director;
3. Help guide Junior Staff, participants, and AIM volunteers to have a deeper understanding of leadership and counseling skills;

### **Supervision**

4. Supervise youth in activities.

## **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.

## **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**QUALIFICATIONS:**

- Upon hire, completion of AIM-provided First Aid and CPR certification, and other job-specific training
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field
- Ability to lead, plan, organize, and implement program activities
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Must have the physical ability to lead and participate in camp activities which include, but are not limited to hiking, canoeing, swimming, team building initiatives, physical games, and activities
- Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50-200 pounds)
- Must be 18 years of age and possess a High School diploma or equivalent required (Some post-secondary education preferred)
- Excellent written & verbal skills; organizational skills and attention to detail
- Willingness to work with children, youth, parents, families, and adults and to strive for personal development, advancement, and improvement
- Must be able to adapt to various situations at a rapid pace

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver’s license, be able to be insured on company policy, and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Regularly
  - Weekends - Occasionally

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date

Reviewed by: \_\_\_\_\_  
Chief Executive Officer Date