

# GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS**  
OF MUNCIE

**TITLE:** Summer Camp Counselor  
**PROFILE SOURCE:** Summer Camp | Contract Position June 7<sup>th</sup> – July 30<sup>th</sup>  
**DEPARTMENT:** Programs Staff  
**REPORTS TO:** Director of Programs  
**FLSA STATUS:** Full Time, 35- 40 hours  
**STARTING WAGE:** \$10 Hourly

## **PRIMARY FUNCTION:**

Organize and plan an activities schedule for your camp group on selected days. Organize and lead a variety of small and large group activities each week and follow the daily schedule for selected grade level.

## **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 Summer 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.

