



EBC Summer Enrichment Camp Job Description

Junior Counselor

Job Title: Junior Counselor
Department: EBC Summer Enrichment Camp
Position: Seasonal
Report To: Program Director
Prepared By: Personnel Department
Prepared Date: 2/5/2018
Approved By: Pastor Preston Thompson Jr., Executive Director

Responsibilities: The range of duties that is expected of the Junior Counselor is illustrated by the following specifications. The Junior Counselor will:

- Assist with camper safety and well-being during the implementation of the program.
- Assist in the core academic curricula.
- Assist teachers and senior counselors in the planning and implementation of recreational activities.
- Assist in the organization and education of activities and projects.
- Assist in the organization of field trips.
- Work closely with the children during recreational activities.
- Participate in weekly planning sessions and meetings.
- Supervise camper leisure time activities.
- Maintain a high degree of safety on camp premises and work sites.
- Assist nutritionist during the preparation and setup of daily meals.
- Assure that the facility is properly maintained at the closing of each day before daily departure.
- Perform all other duties as required or assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School student. Experience working with youth programs is a plus. Must possess skills and be knowledgeable of basic computer

platforms (Microsoft Products, Internet, email); Proof of State and Federal background clearance; strong collaboration, coordination, problem-solving, and organizational skills; and the ability to work effectively with staff, students, parents and community members.

Language Skills: Excellent communication skills (verbal, non-verbal and written)

Physical Demands: While performing the duties of this job, the employee must have the ability to:

- Lift up to 40 lbs.
- Work with children on floor
- Work outdoors in any variety of weather patterns
- Repetitive bending, stretching, and stooping
- Climb up and down stairs
- Have mobility to ensure the safety of children

Work Environment: The work environment characteristics described here are representative of those an employee encounter while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Hours: Flexible

Comments

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

By signing below, I acknowledge that I have read the above job description. I also acknowledge that it is my responsibility to carry out the above duties.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____