



## **EBC Summer Enrichment Camp Job Description**

### **Counselor**

**Job Title:** Counselor  
**Department:** EBC Summer Enrichment Camp  
**Position:** Seasonal  
**Report To:** Program Director  
**Prepared By:** Personnel Department  
**Prepared Date:** 2/5/2020  
**Approved By:** Pastor Preston Thompson Jr., Executive Director

**Responsibilities:** The range of duties that is expected of a Counselor is illustrated by the following specification. The Counselor will:

- Assist in supervising campers and is responsible for the well-being and health of the campers.
- Assist in instructing the campers in the core academic curricula.
- Be responsible for assisting in the planning and implementation of recreational activities.
- Assist in implementing daily/weekly educational activities.
- Instruct campers in the proper handling of recreational equipment.
- Assist in the organization of field trips.
- Be responsible for administering vehicle safety during field trips and outings.
- Participate in weekly planning sessions and meetings.
- Supervise camper leisure time activities.
- Assist in public relations and serve as camp liaison between the program and parents/sponsors.
- Maintain a high degree of safety on camp premises and work sites.
- Assist teachers in inventory of supplies and materials necessary for program implementation.
- Assist teachers in development of daily program activities and projects to be carried out throughout the day.
- Work closely with the children during recreational activities.
- 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:** Some college experience. Must have experience working with youth development programs. Background in education, physical education or outdoor leadership experience preferred. Must possess skills and be knowledgeable of basic computer platforms (Microsoft Products, Internet, email); Proof of State and Federal background clearance; CPR certified; First Aid certified; 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:** 40

### **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 \_\_\_\_\_