



## Family Promise of Western New York

### **Job Title: Lead Summer Camp Counselor**

Status: Part Time, Temporary

Supervisor: Reports to the Youth Programming and Outreach Manager

Family Promise of Western New York is an emergency shelter for families experiencing homelessness in our community. We are hosting a summer camp on-site for the children in our shelter ages 5-15 years. Children experiencing homelessness are constantly transitioning, so the children in the camp would vary week to week. We are looking for one Lead Summer Camp Counselor to take ownership of our summer camp program, leading a team of counselors to plan and run activities that are educational, creative, and promote social-emotional-physical health. Successful candidates will be energetic people who work well with children, who can multitask and who are comfortable taking on a leadership role in this program.

#### Duties

- Plans and facilitates age-appropriate camp activities, including art/ science activities, educational activities, social-emotional activities and physical activities
- Brings creativity and enthusiasm to planning and facilitating camp activities
- Responsible for planning and shopping for camp meals and snacks
- Responsible for clean up after the program ends each day, and prep for the next program day
- Responsible for supervising a group of children both alone and with another staff member and ensuring children remain supervised at all times
- Communicates and works with our families in a professional and compassionate manner utilizing a strengths-based, trauma-informed approach
- Manages crisis situations; contacts 911 if necessary and supervisory staff immediately if there is an emergency
- Maintains medical supplies and essential documentation
- Manages camp volunteers during the camp day
- Ensures program is evaluated regularly through staff and participant reports
- Participates in meetings and trainings as assigned
- Completes other duties as assigned by supervisor
- Delegates appropriate duties to Camp Counselors

#### Skills and other Qualifications

- Maintains professionalism at all times while dealing with guests, staff and volunteers
- Compassion and patience for working with people in crisis
- Excellent communication skills for collaborating with a team
- Good character and judgment decisions, including displaying behavior appropriate to a mentor who works in close contact with children.
- Ability to pass several background checks required

- Must be able to demonstrate the ability to plan, schedule and organize programs
- Driving is required for this position. Must have a valid driver's license, be able to pass a driving background check and be comfortable driving our company vehicle.
- Experience working with children in a school, day care or camp environment required, particularly with children ages 5-15. Supervisory experience preferred.

#### Agency Expectations

- Demonstrates knowledge of the program, mission and services of FPWNY
- Complies with all policies and procedures in Employee Handbooks
- Maintains client confidentiality
- Willingness to stay compliant with necessary certifications
- Immediately reports all suspected incidences of child abuse/neglect, suicidal ideation, medical emergencies or violent situations to supervisor
- Is punctual and consistent in reporting for scheduled work shifts to assure coverage
- Complies with agency standards of conduct and professionalism
- Ability to work in an alcohol and drug free environment.

#### Hours

- Prep and Team Building: June 24th-July 1st, 9:00am-12pm\*
  - \*dates and hours flexible depending on what works best for summer camp team
- Summer Camp: July 6th – August 21, 8:00am - 1:30pm.

#### Compensation

- \$21.00

#### To Apply

Apply online at [www.fpwny/jobs](http://www.fpwny/jobs)