

Day Camp Counselor Job Description 2024

General Responsibilities: Each counselor in the OWJL program is expected to protect and nurture the physical, mental, and emotional welfare of 10-12 students assigned to him/her during day camp, from 8:00 am – 5:00 pm daily. Counselors will be role models for the entire camp. Please remember to dress appropriately (typical middle school dress code). Positivity, enthusiasm, and understanding are a must.

Specific Responsibilities: The following is not all-inclusive. It is meant to give a general sense of position and responsibilities.

Reports to: Camp Directors

Pre-Camp Session: (Mandatory)

- Training workshops
- Pre-camp preparation sessions
- Leadership development and staff bonding

Initial arrival of students:

- Greet parents and campers and answer questions posed
- Assist with the registration process (distributing name tags, room keys, merchandise, etc.)
- Entertain students in groups until the day begins

Orientation of students in your group:

- Lead campus orientation tour
- Explain schedules, classes, recreation, dorm programs, other activities
- Maintain a list of courses in which your campers are enrolled
- Review camp rules, regulations, expectations
- Explain medical procedures and facilities

Daily Responsibilities:

- Attend meals with campers, monitor mealtimes, and address bullying/homesickness/etc.
- Make sure all campers are attending classes as scheduled; help resolve related issues
- Assist teachers in classes and/or the OWJL office, or drive trip classes
- Prepare, lead, and monitor participation in recreation and group activities
- Participate in daily counselor meetings for planning and problem resolution
- Resolve, or seek assistance for, camper problems that arise (physical, emotional, behavior)
- Prepare all necessary paperwork and forms (e.g., recreation sheets)
- Ensure campers are following all rules, regulations, and expectations

Additional Items:

- Become familiar with the applications of campers in your group to get to know them.
- Seek assistance promptly with any questions or concerns you may have.
- Enjoy the campers. OWJL should be an enjoyable, enlightening, and growth-producing experience for counselors as well as campers.

Requirements:

- Applicant must be 16 years old by the start of camp.
- Interviews may be held in-person or virtually.

Dates of Employment:

- Day Camp: July 17 (1/2 Day orientation), Camp: July 22 – 26 (8 am – 5:00 pm)
- Staff Orientation is Friday, July 19

Salary:

\$350 for the week