



**Village of Maple Bluff  
JOB DESCRIPTION**

**Title of Position: Camp Ya-Gotta-Wanna Counselor**

**Employment Category: Seasonal (summer)**

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**GENERAL NATURE OF POSITION:**

This position is responsible for providing a safe, fun camp experience for all children in his/her assigned group. Summer Camp Counselors report directly to the Camp Director

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**QUALIFICATIONS:**

- Enthusiasm and a positive attitude towards Camp and activities
  - Enjoy working with children
  - Ability to actively lead and supervise an assigned group of children
  - “Self-Starter” personality and willingness to work with others
  - Prior Child Care experience is a plus
  - Maturity and strong sense of responsibility
  - Minimum of 14 years of age or older
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**DESCRIPTION OF DUTIES:**

1. Work hours: All counselors are expected to work from 12:30pm-4:30pm on Tuesday, Wednesday & Thursday
2. Provide a safe, fun camp experience for all campers under your supervision
3. Lead and supervise an assigned group of children in both small and large group activities. This includes assisting children with arts/craft projects and making sure projects are cleaned up
4. Maintain daily supervision of your group
5. Develop and implement age appropriate activities in small group sessions.
6. Assist the Director and other counselors in large group games and activities
7. Facilitate all aspects of the daily camp schedule, including setting up for camp, distribute snacks, and completing assigned daily tasks
8. Use positive behavior management, correctly use time-out system with campers when necessary
9. Attend weekly staff meetings and all required staff training sessions
10. Attend all special camp events
11. Report to Camp Director and following their instructions
12. Communicate daily with camper’s parents. Check-in and Check-out assigned campers.
13. Keep daily attendance records of all kids in your group
14. Maintain a positive attitude toward the campers and their parents, camp, co-workers and Director.
15. Familiar with the allergies and/or special needs of their assigned campers.
16. Knowledge of properly providing first aid in accordance with the First Aid Policy.
17. Counselors must adhere to the Cell Phone Policy
18. Counselors will be required to provide proper sanitization of supplies, park equipment and Dailey Cabin.
19. Counselors must communicate 2 weeks in advance notice of time off requests to the Director for approval.
20. Counselors may only ask off for 5 days throughout the program in order to be considered for a regular counselor.