

Specialty Camp Head Counselor Job Description



Essential Function:

The Specialty Camp Head Counselor needs to help plan, organize, and implement activities. They should have cognitive and communication abilities to make important decisions, plan, and communicate necessary information to campers and staff. Physical ability to be present, lead camp activities, hike the trails, and handle the environmental conditions of Camp. Incorporate the Columbus Youth Camp model, *Respect Yourself, Respect Others, and Respect Camp* daily. Will help and support Community partners that will lead certain Specialty Camps. Will communicate with parents and inform them of upcoming field trips and items the campers may need to bring.

Responsible To: Program Director

Hours and Pay: 11 weeks of Camp, plus training and up to 40 hours per week
Pay begins at \$16/ hour, Closed on May 27th & July 4th

General Responsibility:

To lead youth in fun, safe, age-appropriate activities that will go along with the Specialty Camp themes some include Arts & Crafts, Adventure Camp, Gardening Camp, and much more. Attend and plan field trips with campers to specialty camp-related themes. Will work with campers ages 5-12 from the Columbus area representing its basic cultural and socio-economic makeup.

Activity Qualifications:

- Must be at least 21 years old
- Demonstrated experience working with youth
- Enthusiastic when engaging and or assisting youth in activities
- Current CPR and First Aid certified - *preferred* (any other certifications, such as life-guarding, are a plus)
- Ability to perform duties in a professional and organized manner, work well as part of a team
- Ability to lead general recreation activities and supervise youth with an emphasis on safety
- Ability to maintain control of the group and follow the risk management plan
- Must assist with cleaning and maintaining each area
- Must be able to stand for long periods and lift heavy objects of up to 20lbs
- Available 8:00 am to 4:30 pm, Monday-Friday starting May 22nd- August 9th.
- Attend weekly meetings
- **Required Training Dates: May 22-26 2024**
- Available to stay for the camp overnight. *Overnight will have extended hours*

Specific Responsibilities:

- Plan, organize, and implement activities daily.
- Responsible for setting up activities and leading activities
- Ensure the safety of the group
- Keeping the groups on scheduled activities
- Assist with morning meetings by participating in or leading songs, games, and skits
- Be a role model for youth by arriving on time, being respectful towards others, good language, and proper work attire
- Work collaboratively with other staff members to create a safe, positive, and fun environment for campers
- Weekly meetings with the Program Director to discuss future activity plans
- Create a list of supplies needed and go supplies shopping with other Head Counselors
- Assist with tear down and clean up at the end of the day
- Provide basic first aid to campers and complete the appropriate injury reports
- Attend staff meetings and training sessions

Interested parties should contact:

Odalis Iraheta, Program Director
Columbus Youth Camp
12454 W. Youth Camp Road
Columbus, IN 47201
odalis@columbusyouthcamp.com
Phone: (812) 348-4558 ext 402

or:

Brian Cain, Camp Director
Columbus Youth Camp
12454 W. Youth Camp Road
Columbus, IN 47201
brian@columbusyouthcamp.com
Phone: (812) 348-4558 ext 401