Summer Camp Counselor

Reports to: Education Coordinator

Nature and scope of position: Summer day camp counselors will work with children in grades K – 5. Camp staff will be responsible for groups of up to 15 campers each week, creating a fun, safe, and inclusive camp experience for each child. Counselors will also facilitate indoor and outdoor age-appropriate activities and assist Discovery Center education staff with STEAM-based (Science, Technology, Engineering, Art, and Math) programming.

Key areas of responsibility:

- Be available for training (May Dates TBD) and the entire duration of camp (June 2 - August 1 . Availability includes working full time hours, Monday-Friday (35-45 hours).
- Create and maintain a positive environment that encourages active learning and fun for all campers
- Counselors will be responsible for the health and safety of their campers
- Instruct summer campers on age-appropriate lessons, activities, crafts, games, etc.
- Foster positive relationships between campers
- Collaborate and foster positive relationships with other Camp Staff and Discovery Center Educators
- Maintain supplies and materials needed for programs and activities
- Other duties as assigned

Competencies:

Strong communication skills
Quality-minded
Multi-task
Client service-minded
Organized
Time management skills
Enthusiasm and energetic

Interpersonal skills
Flexibility
Prioritization skills
Punctuality and timeliness
Positive, upbeat attitude
Team oriented

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Knowledge of, or willingness to learn, basic informal education techniques in order to creatively instruct activities, crafts, games, etc. and assist with programs
- Classroom management and/or group facilitation techniques
- Ability to interact effectively, professionally, and courteously with visitors, staff, and volunteers
- Work well without direct supervision in a fast paced environment
- Ability to relate to persons of all ages, diverse backgrounds, skill, and abilities.
- Must enjoy working with children
- Ability to act in emergency situations based on protocols
- Be at least 18 years of age with a high school diploma
- Must be able to work outside in summer weather for part of each day, walk on Discovery Center property including wetlands hikes, and be able to lift up to 25 pounds. This job requires periods of standing, sitting, walking, use of hands and arms, bending, lifting, use of computer and keyboard, listening and speaking in person and on the phone. Temperature varies from hot to cold; noise level ranges from quiet to loud.

Discovery Center is committed to creating and maintaining an equitable workplace in which all employees have a chance to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. A workplace where employees of all races, religions, political affiliations, sexual orientations, gender identities, ability, and age find an opportunity.