

Bright Futures for Youth

Position Title:	Summer Lead Counselor
Pay:	\$17.50/hour
Hours:	8 (7:45am to 4:30pm, 45-minute unpaid lunch)
Length of Employment:	June 6 – July 29 (No work July 4 or 5, possible workdays Aug.1 and 2) <i>This is a temporary, seasonal position</i>
Reports To:	Site Coordinator, Summer Program Director

Summary:

Under the supervision of the Site Coordinator and Program Director, the Lead Counselor is responsible for planning an enriching, developmentally and culturally appropriate summer program for their classroom, supervising youth to ensure safety, creating a safe and supportive environment for youth by building relationships and maintaining structure and schedules, and supervising support counselors

Essential Functions

Essential functions may include, but are not limited to the following:

- Attend all mandatory trainings and meetings before camp begins
- Plan and implement a developmentally and culturally appropriate enrichment program utilizing a variety of appropriate instruction, play materials and equipment
- Supervise youth enrolled in program in collaboration with other staff
- Accompany youth and staff in water activities and swim with and supervise youth
- Effectively organize large groups of youth as needed to facilitate recreational activities
- Model and maintain effective adult-child relationships and positive guidance techniques for children, parents, and staff
- Maintains accurate daily attendance of youth, including ensuring that youth are signed in and out every day
- Implement all camp policies, procedures and guidelines
- Meet with Site Coordinator once a week to go over weekly lesson plans, program needs, staff issues, and any youth issues
- Serves meals, prepares and serves snacks
- Maintains a clean, safe, and healthy environment for the children
- Work with team members, parents and volunteers
- Maintain equipment and facilities, ensuring equipment is put away properly each day
- Maintain confidentiality
- Follow any and all COVID-19 guidelines set forth by local and state health officials.
- Ensure youth follow any and all COVID-19 guidelines set forth by local and state health officials

- Maintain a clean and sanitized classroom
- Take out trash
- Perform other duties as may be assigned by Director

Minimum Qualifications

Education/Experience:

- High school diploma or equivalent
- AA or BA preferred (but not required)
- Experience working with youth, preferably in an after school or summer camp setting

Other Requirements:

- **Ability to work the full camp schedule. No time off requests will be granted to ensure proper youth to adult ratios.**
- Knowledge of youth development and the basic needs, requirements, and temperamental characteristics of youth
- Ability to plan daily/weekly lessons that will enhance cognitive, social-emotional and physical development of school-age youth
- Ability to maintain an orderly classroom using redirection and positive discipline
- Must be able to maintain positive attendance with limited absenteeism for the duration of the summer program and be able to maintain focus on student safety and supervision for up to an eight-hour period
- Strong leadership skills and communication skills

Working Conditions

Environment:

- Indoor and outdoor environment
- May be exposed to extreme weather conditions, including long periods in the sun
- Work on a variety of surfaces: carpet, tile, grass and asphalt, wet, slippery, or hot
- Moderate noise levels in a variety of settings

Physical Requirements:

This position requires one to be physically active at a moderate to extreme level for extended period each day. While performing the duties of this job, the person in this position is:

- **Frequently required** to walk and stand for extended periods of time; bend, stoop, kneel and reach in all directions; abilities to swim; possess manual/finger dexterity to operate equipment, and handle and work with various materials and

objects; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversations; see for the purpose of observing students

- **Regularly required to** exert 20 to 50 pounds of force frequently to lift, carry, pushy, pull or otherwise move an object