

Bright Futures for Youth

Position Title:	Summer Support Counselor
Pay:	\$16/hour
Hours:	8 (9:30am to 6:15pm, 45-minute unpaid lunch)
Length of Employment:	June 6 – July 30 (No work July 4 and 5, possible workdays Aug.1 and 2) <i>This is a temporary, seasonal position</i>
Reports To:	Summer Lead Counselor, Site Coordinator

Summary:

Under the supervision of the Lead Counselor and the Site Coordinator, the Support Counselor is responsible for supervising youth to ensure safety, helping to provide a safe, supportive environment for youth by building caring relationships, and planning and implementing activities that support youth's physical, cognitive, and social emotional development.

Essential Functions

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

- Attend all mandatory trainings and meetings before camp begins
- Assist your Lead Counselor in planning and implementing 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
- Assist Lead Counselor in ensuring daily attendance is accurate and youth are signed in and out each day
- Notify Site Coordinator immediately of any late pickups, and be willing to enforce late pick up policy, including fee collection
- Implement all camp policies, procedures, and guidelines
- Report any program/material needs and youth issues to Lead Counselor to share out during weekly meeting with director
- 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, including ensuring equipment is stored properly at the end of each day, and doors are locked
- 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 Lead Counselor or 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 principals and the basic needs, requirements, and temperamental characteristics of youth
- Ability to plan activities 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 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