TEEN CAMP COUNSELOR (Seasonal Summer – Late June – August 2020)

SUMMARY- Candidate must be cognizant of and then adhere to NYS Health Department regulations. Candidate must be able to work 38 days during the summer including Orientation, Staff Meetings, trainings, and cleanup/inventory day.

KEY RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Help individual campers acquire new or improved program skills.
- Assist with implementation of all program activities.
- Help maintain daily attendance records.
- Able to drive motor boats.
- Attend all meetings and trainings deemed necessary by Supervisors.
- Supervise campers during Before and After Care hours.
- Attend all overnights and trips during the camp season.
- Ensure all program areas are clean at the end of the day.
- Supervise campers on field trips and offsite rainy day activities.
- Ensure campers are signed out by approved pick up person at end of day.
- Know where your campers are at all times.
- Provide excellent customer service to campers and parents.
- Bring any concerns about campers and staff to Supervisors.
- Develop Leadership skills over the course of the summer.

Office/Technical Responsibilities

Job Knowledge, Skills and Abilities:

- Current CPR and First Aid Certification required.
- Current Waterfront Lifeguard Certification preferred.
- NYS Boating Safety Course Certificate required.
- NYS Public Vessel License required.

Education and Experience:

- Must be at least 18 years old (NYS Health Dept Camp Code).
- Previous experience working with children preferred.
- Previous boating experience preferred.
**Working Environment:**

- Able to work outdoors, in and around a lake, and at offsite locations for field trips that occur indoors and outdoors, overnight camping locations, etc.
- Assist Site Director with inspection of camp program area and equipment for safety concerns.

**Physical Demands:**

- Must be able to be outdoors during the majority of camp hours.
- Will include moving/lifting canoes, kayaks, docks, other boating and waterfront equipment, coolers, camping equipment, etc.

**Other:**

- Assist with fundraising events as needed
- Spearhead or assist on special projects as may be assigned
- Perform other duties as assigned

**How to Apply**

Please send cover letter and resume to Andrew Katz, at andrewk@albanyjcc.org