

Seasonal Summer Camp Counselor Job Description



Douglas-Hart Nature Center
2204 DeWitt Avenue East
Mattoon, IL 61938
217-235-4644
douglashartnc@consolidated.net
www.dhnature.org

Summer Camp Counselor Position Details:

- May 20 – May 29: 25 hours allocated for summer camp planning. During this time camp counselors will write/tweak summer camp lesson plans submitted in electronic format to the Education Director.
- June 1 - August 10: Must be able to lead camps primarily Monday – Friday 8am-1pm, or Noon – 6pm. Some evening and weekend camps apply.
- During camp weeks, leaders are paid 1 hour before camp for set-up/prep and 1 hour after camp for clean-up in addition to the camp hours itself. No additional paid hours will be awarded without prior consent from the Education Director. No overtime is allowed.

Summer Camp Counselor Position and Role

- Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth.

Benefits of the Summer Camp Counselor:

- Be paid an hourly wage of \$8.50/hr.
- Receive valuable training and experience in interpretation and environmental education.
- Experience the satisfaction of opening the eyes of youngsters to the natural world.

Qualifications of the Seasonal Summer Camp Counselor include:

- an interest in nature, teaching and children.
- be able to attend trainings and meetings.
- be willing to set up and clean up for all programs led.
- be able to be outside in all types of weather.
- have reliable transportation.
- to assist in the planning, development, implementation, coordination, and evaluation of all summer camp programs and activities.
- to provide instructional/operational services in support of established programs and activities.
- be quick on their feet, adept at problem solving, and public relations skills.
- work well on their own, as this position receives limited supervision.
- understand the developmental needs of youth.
- relate to youth, staff/volunteers and adults in a positive manner and appropriate instruction.
- demonstrated knowledge and skill in designated camp program areas.
- ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- visual and auditory ability to identify and respond to hazards related to the activity.
- possess strength and endurance required to maintain constant supervision of campers.
- be able to stand/walk/hike/play for long periods of time.

Essential Duties of the Seasonal Summer Camp Counselor:

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes.
 - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.

- ♦ Assures campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - ♦ Assist in pre-planning activities related to summer camp programs and activities, etc. All lesson plans are due two weeks prior to the start of each camp for review by the Education Director.
 - ♦ Responsible for leading or assisting with the teaching of activities under camps assigned.
 - ♦ Provide for a progression of activities with varied individual and group interests, abilities, etc.
 - ♦ Provide an estimate to supplies, resources, budget, etc. needed for individual camps.
 - ♦ Compile, evaluate, and summarize program information/data to determine the effectiveness of established activities; recommends program changes or modifications as appropriate.
 - ♦ Prepare announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.
 3. Maintain high standards of health and safety in all activities for campers and staff.
 - ♦ Provide the daily care of each camper including recognition of personal health needs.
 - ♦ Ensure that campers receive their medications as directed by the Education Director.
 - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Education Director when appropriate
 - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to. Monitor the general cleanliness and safety of facilities and areas. Report repairs needed promptly to the Education Director.
 - ♦ Counselors are responsible for the set-up and cleanup for all educational programming on site.
 - ♦ Responds appropriately in emergency situations.
 4. Be a role model to campers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, communications and sportsmanship.
 5. Represent the camp when interacting with parents or community members.
 - ♦ Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
 - ♦ Supervise and provide feedback to youth volunteers
 - ♦ Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Print Name:

Signature:

Date:

Supervisor:



Educator Staff Application

Applicant Information		
Name:		
Are you at least 18 years of age or older?:	Cell Phone :	Home Phone:
Current address:		
City:	State:	ZIP Code:
Employment Information		
Current employer:		
Employer address:		How long?
Phone:	E-mail:	Position:
City:	State:	ZIP Code:
Emergency Contact		
Name:		
Relationship:		Phone:
Education		
School:		
Degree:		
Hobbies or Interests:		
Volunteer Experience:		
Other Experience		
Employer:		
Position:		City/State:
Employer:		
Position:		City/State:
References		
Name:	Address:	Phone:

Availability:	
Sunday:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Comments:	
Contract:	
<ol style="list-style-type: none"> 1. I verify that all information on this application is correct and complete. 2. I understand that there are risk to working on the Douglas-Hart Nature Center property. I will exercise reasonable safety precautions and will assume all liability for my own accidents and injuries while volunteering my time. 3. While working I will model good behaviors and language. 4. I will adhere by Douglas-Hart Nature Center rules and respectfully represent the facility and staff when on and off the site. 5. It is my responsibility to arrange my transportation, check schedules, appropriately plan, setup and clean, and other similar attributes to my job. 6. I was given and have read over the job description I am applying for and feel confident I can uphold my responsibilities and requirements. 	
Signature:	
Print Name	
Signature:	Date:

Please mail or drop off application to:

Douglas-Hart Nature Center
 Attn: Jennifer Day Tariq
 2204 DeWitt Avenue East
 Mattoon, IL 61938

Or Fax to: 217-234-3969

Or Email to: douglashartnc@consolidated.net