



## FAIRMONT PRIVATE SCHOOLS Job Description

**JOB TITLE:** Summer Camp Counselor  
**SUPERVISOR:** Summer Camp Director  
**FLSA CATEGORY:** Non-Exempt

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### **SUMMARY:**

Fairmont Schools Summer Camp is a special camp looking for special people who will join us in focusing first and foremost on the experiences of our campers.

We are looking for caring people to be group counselors or to be specialist instructors in the following areas: lifeguard, arts and crafts, science, sports, and other enrichment areas.

### **QUALIFICATIONS:**

- At least 18 years of age
- High school diploma required, one or more years of college preferred
- Experience as a camper, or working with children as a leader or assistant leader
- A basic understanding of children and the ability to develop an up-beat and positive relationship with them
- A current CPR and First Aid Card
- Be able to provide sound, caring and positive leadership for children
- Provide, to everyone, extraordinary customer service
- Be able to recognize and implement safety standards in all program activities
- Be able to participate effectively with other staff in planning and implementing creative and fun camp activities
- Communicate positively with parents and staff as required
- Mandarin/Korean bilingual a plus

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Including, but not limited to, the following:

1. Responsible for a total of 8-10 campers at a time. Grades ranging from Kindergarten-8<sup>th</sup> grade (5-13 years old).
2. Assumes responsibility for leadership and guidance to those campers in daily activities, with special attention to:
  - a. Safety & manners
  - b. Camper personal interactions with respect of others
  - c. Camper participation in all camp activities
  - d. Camper personal growth, self-confidence and independence
3. Participates in the planning and participation of camp activities including games, sing-a-longs, skits, and other related activities
4. Takes responsibility for living by the camp rules while enforcing the rules, policies, and traditions of the camp experience
5. Maintains a positive attitude while serving as a good role model to campers in personal language, appearance, and manners
6. Puts campers needs before their own, making each camper feel like the most important child in the world
7. Assumes responsibility for the health, safety and welfare of the campers entrusted

### **ACTIVITY COUNSELOR**



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In addition to Camp Counselors, Fairmont is looking for Activity Counselors in the areas of art, science, sports and music/cooking to lead academic activities during AM and PM Camp rotations. Activity Counselors will be held to all qualifications and essential duties/responsibilities of Camp Counselors plus additional qualifications/responsibilities:

- Demonstrated skill in art, science, sports, or music/cooking
- Experience instructing or leading an art, science, sport, or music/cooking class preferred
- Prior experience as a Fairmont Summer Camp Counselor
- Ability to teach, engage, lead, and evaluate students work and progress
- Ability to attend training sessions before/throughout summer with Fairmont Faculty/Program Coordinator

### Terms & Salary

- Hours and schedules are contingent upon enrollment from week to week.
- Camp Counselors responsibilities begin from June 5, 2020 through August 7, 2020.
- Mandatory staff training dates are June 5, 13, & 26. All staff (new and returning) must be available for these dates.
- Current First Aid and CPR certification is preferred.
- Mandatory Staff Meetings will be held throughout the summer.
- Summer Camp Counselor salary is \$13.00/hour.

### Time-Off

- July 4th – may be a paid Holiday, please refer to the Employee Handbook.
- "On the job" hours may vary depending on position or shift, but staff should be available 7:00 a.m. to 6:00 p.m. Monday thru Friday.
- Possible shifts: 11 am – 6 pm; 11 am – 4 pm; 7 am – noon; 9 am – 2 pm.
- Employee agrees to a paid on-duty meal period on specified field trip days. The employee understands that either the employee or Fairmont Schools may revoke this agreement at any time by providing written notice of the decision to do so.

### WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

Ability to work actively outdoors and/or indoors while supervising children.

Ability to climb, walk, run, stoop, squat or kneel, stooping, reaching and stretching, bending.

Ability to lift and carry up to 30 lbs.

Ability to use senses which enable safe supervision including seeing and/or hearing.

Exposed to water activities; including swimming, water sports.

Exposure to heat and sun.



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