

POSITION DESCRIPTION

JOB TITLE: AREA SUPERVISOR/CAMP COUNSELOR
PAY TYPE: EXEMPT NON-EXEMPT
STATUS: FULL-TIME PART-TIME
REPORTS TO: PROGRAM DIRECTOR

JOB SUMMARY

Provide support to the Program Director to ensure members are participating in the daily age appropriate activities in a safe manner, are feeling welcomed into the group setting and are following the Club's rules and policies.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Run age appropriate activities on a daily basis as discussed and agreed upon with the Program Director.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Interact with members to ensure they are feeling welcome and a part of the group.
- Encourage members to participate in the activities and programs that have been planned for the day.
- Ensure members are acting and participating in activities in a safe manner and they are following the Club rules.
- Advise the Program Director when there are concerns about a member's safety or failure to follow Club rules.
- Ensure program area is safe for members to participate in activities and programs.
- Assist other staff as well as the Program Director with tasks needed including tournaments, supervision, hallway duty, rules and Club policies.
- Attend mandatory trainings and staff meetings.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- No prior work experience is necessary.
- Club members who have demonstrated leadership within Club programs, preferred.
- Must be at least 14 years of age or older.
- Ability to pass background screening including: criminal background screening.
- Ability to participate with behavior management and curriculum development.
- Ability and willingness to mentor and help others learn and succeed.
- Consistently display good verbal and written communication and interpersonal skills in a customer friendly approach.
- Demonstrated ability in working with young people, parents, and colleagues.
- Ability to consistently remain calm, focused and professional in a large group and/or high stress situation caused by conflict or difficult members or parents.
- Ability to be flexible with base hours as assigned by the assigned supervisor to ensure coverage of all open hours of operation of the Union St. Clubhouse, school-based Extensions or summer day camp program.
- Ability to be flexible with possible summer day camp program hours.
- Ability to be involved in direct member service during the school vacation camp programs. It is understood that the completion of organizational goals may require work beyond the normal work hours throughout the year.

Position Description: Area Supervisor/Camp Counselor

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Job requires some physical activities including but not limited to; stooping, kneeling, crouching, crawling, reaching, standing, walking, running, lifting, fingering, grasping, feeling, talking and hearing.
- Job requires use of general office equipment including phones, copiers and computer equipment.
- Job requires light physical work including the ability to exert up to 20 lbs. of force occasionally, 10 lbs. regularly and sitting for some periods of time.
- Job requires visual acuity including the ability to see at or within arm’s reach.
- Job is subject to inside and outside environmental conditions; moderate noise level.

SIGNATURE

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____ Date: _____