

Summer Adventure Camp Counselor
Seasonal, \$15.00/hour

INTRODUCTION: As a Summer Adventure Camp counselor, you will be responsible for the general safety and well-being of campers. A counselor must possess the following qualities: patience, fairness, playfulness, willingness to be empathetic and be a great listener.

2024 Job Posting

Advent Lutheran Church is seeking Summer Camp Counselors to be part of our traditional summer day camp and our community-action focused day camp.

JOB SUMMARY: Are you ready for an amazing job experience where you make a positive difference in kids' lives and help the community? Summer Adventure Camp is looking for responsible and kind individuals who can be a great role model to our campers this summer.

Summer Adventure Camp is a day camp located at Advent Lutheran Church in Lake Ann, Michigan. While working at Summer Adventure Camp, you will build lasting friendships with your peers, help our local community, and contribute to a memorable camper summer experience.

This position allows you the opportunity to gain leadership skills, communication skills, interpersonal skills and other skillsets that will help you develop your career. Additionally, you will be part of a team to help facilitate fun and bring out the best in kids.

As a Camp Counselor, you will be responsible for the general safety and well-being of campers. A counselor must possess the following qualities: patience, fairness, playfulness, willingness to be empathetic, and a great listener. Camp counselors have a deep impact on the campers they lead. It is a position that demands great responsibility and care, but will be one of the most rewarding experiences you'll ever have. You will be proud of the positive impact you will have each day this summer.

HOURS: Seasonal employee, 32 to 40 hours per week, starting June 10th through August 30th, 2024. Camp hours are 8:45am -4:15pm, weekdays. Weekly schedule may include a shifts beginning as early at 7:15 and ending as late as 5:30pm. Camp Manager sets final work schedule. Camp staff must be available for scheduled camp days, staff training day and the two all-camp events.

Although we are open every week school is out, we understand that you may need time off and we will do our best to help you find a great work-life balance. All camp staff must be available for their scheduled camp days and paid training and will have the opportunity to work the two all-camp special events.

- Adventure Camp Staff Training (One Saturday in May, Date TBD)
- Mandatory Camp Special Events:
 - Sunday June 2, 11:00am-1:00pm: Meet the Camp Staff Open House
 - Friday, August 30, 6pm-9pm: End of Summer Celebration
- Note: No camp July 1-5.

QUALIFICATIONS: Must be 16 years or older; applicants must hold a high school diploma or be seeking a high school diploma or equivalent; CPR, First Aid, AED, Epi Pen certification preferred or obtain before camp begins (all training is provided and paid). Must pass a criminal history check as well as Central Registry Clearance. Must be energetic to work with children ages 5-12.

HOURLY RATE: Starting at \$15.00 per hour.

TO APPLY: To be considered for this position, please submit a cover letter and resume. Two character references will be required. Application will be accepted until all positions are filled.

You may email your cover letter and resume to adventlakeann@gmail.com or mail to:

Summer Adventure Camp
Attn: Human Resources Team
c/o Advent Lutheran Church
P.O. Box 249
Lake Ann, MI 49650

Job Description

Job Title: Camp Counselor

Department: Advent Kids' Camp and Clubs

Status: Seasonal

Position Description Summary:

Camp Counselors ensure campers enrolled in Summer Adventure Camp have a safe and memorable summer camp experience. Responsibilities can include a variety of different camp settings and locations. Counselors conduct, assist and lead camp activities such as crafts, games, sports, service projects, outdoor recreation and special camp events. Camp counselors chaperone campers on field trips. Camp Counselors are responsible for the general safety and well-being of the campers.

Working Hours:

Weekly schedule may include a shift beginning as early as 7:15am and/or ending as late as 5:30pm. Camp is open Monday-Friday. Some evening or special event shifts may be offered. Average of 32-40 hours per week for 9-11 weeks of the summer.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the. Various types of work that may be performed. The mission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Must be 16 or older.
- Conduct and assist with camp activities such as crafts and games, outdoor games, themed activities and special camp events.
- Chaperone field trips.
- Lead, instruct, and/or participate in service projects alongside campers.
- Take initiative in every day camp operations. Is proactive when challenges arise.
- Assist with daily cleaning routines such as keeping camp materials tidy, setting out/cleaning up camp snacks, sweeping/mopping and wiping down camp tables, kitchens, or bathrooms.
- Communicate effectively with camp staff and supervisors.
- Participate in routine staff meetings.
- Adhere to Summer Adventure Camp guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High school diploma or equivalent (completed or working toward)
- CPR, First Aid, AED, Epi Pen certification to obtain before first day of camp. ALC provides training.
- Experience working with children in a volunteer or past employment capacity, preferred.

Knowledge, Skills and Abilities:

- Must be able to work well with children, ages 5-12. This position requires an enthusiastic, energetic, fun-loving and caring individual.
- Must enjoy some or all of the following camp activities: Crafts, outdoor games, board games, and giving back to the community.
- Ability to respond to supervisor requests in a timely and professional manner, specifically with email/phone/text communication.
- Ability to adhere to given deadlines. Must be professional in appearance.
- Must be able to work independently and within a group. Must be punctual/dependable.

Equipment, Machinery, Tools and Vehicles Used:

- Office equipment including a computer and large-capacity printer.
- Tools including scissors/glue, sewing machines, gardening tools, basic handyman-level tools (hammer, drill, screwdriver, level, hand shears)

Physical Demands:

Frequent interactive play with campers. Must be able to sit or stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds. This is a safety sensitive position and drug screenings may be required.

Working Conditions:

Must be able to work with children throughout entire shift. May be exposed to outdoor temperatures including extreme heat/cold.

Benefits:

This position is ineligible for all benefits.

Reporting Relationship:

A person in this position will report to the Camp Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive/Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by and employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.