

SWARTHMORE RECREATION ASSOCIATION Head Counselor Summer Camp

POSITION SUMMARY:

The position is responsible for providing leadership and supervision of camp functions and staff

ESSENTIAL FUNCTIONS:

- Organize the set-up of the camp room at the appropriate facility with the help of the assistant counselors and volunteers
- Lead and supervise all activities with your assigned group
- Creatively come up with arts and crafts ideas and activities on a daily basis
- Organize supplies, crafts and games in the room
- Encourage and supervise counselors and volunteers to engage campers during their activities and ensure campers are having a positive experience, making friends and adjusting to camp
- Model good sportsmanship through enthusiastic, non-competitive participation and support
- Monitor the campers and the staff at all outdoor play times
- Ensure campers, counselors and volunteers know and follow all safety rules
- Work with the office staff to evenly distribute campers into groups each week and communicate counselor's hours and vacation days
- Meet with the Director every day the first week and every Thursday to go over staffing, facility and/or weather-related issues
- Organize the daily clean up and organization of the facility
- Supervise and organize the take down of the room and storage of all supplies at the end of camp
- Communicate with parents as needed
- Complete the evaluation form for each paid staff and make recommendations for volunteer staff
- Other duties as assigned

REQUIRED SKILLS AND KNOWLEDGE:

- High energy and a self-starter with people skills and a responsible attitude
- Ability to supervise and encourage staff
- Experience working with children in a school or camp setting (teaching experience is preferred)
- Ability to delegate and assign duties to staff
- Ability to help volunteers and counselors make good decisions and become possible strong employees