

American Heritage Day Camp Senior Counselor Job Description

Minimum Qualification

1. Completed one year of College Education or worked three summers as a Junior Counselor at AHDC receiving excellent reviews each summer.
2. Previous Camp Staff Experience or Education Major.
3. Desire and ability to work with children and adults in camp setting.
4. Ability to relate to one's peer group.
5. Ability to accept supervision and guidance.
6. Good character, integrity, and adaptability.

Responsible To

Unit Director / Executive Director

General Responsibilities

1. To supervise campers and staff.
2. To identify and meet camper needs.
3. To carry out camp program.

Specific Responsibilities

1. Learn the likes and dislikes of each camper.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Provide opportunities for discussion of individual or group problems or concerns.
6. Help each camper meet the goals established by the camp for the camper's development.
7. Daily Paperwork- **accurate/updated** attendance records, timely submission of completed lunch orders, dismissal procedures for each camper (notify Unit Directors when there is a change in routine dismissal).
8. Carry out established roles for supervising camper health and enforcing camp safety regulations.
9. Welcome campers in AM in cabin, dismiss at Car-Line in PM.
10. Supervise all assigned aspects of the campers' day including cabin clean-up.
11. Assist in teaching or leading campers' activities **and participate with them.**
12. Instruct campers in emergency procedures such as fire drills, etc.
13. Set good example for campers and others including cleanliness, punctuality, sharing clean-up and chores, sportsmanship, and table manners.
14. Follow camp rules and regulations pertaining to smoking, alcohol use, facebook and like internet accounts.
15. Encourage respect for personal property, camp property and facilities.
16. Maintain good public relations with Campers' Parents by keeping parents informed about their child's camp experience through written notes or verbally.
17. **Keep an accurate Head-Count of your campers at ALL times and in All situations.**

Compensation

1. \$200.00 to \$240.00 Per Week (based on prior camp experience).
2. Uniforms provided- 3 Staff Shirts; 3 Shorts; 1 Cap; & Name Badge
3. Lunch provided daily.

Hours / Schedule

1. ***The American Heritage Day Camp Program is for a total of NINE (9) WEEKS!***
This position is contracted for the FULL NINE WEEK Program.
2. **7:45 AM to 4:15 PM (Monday through Friday).**
3. Mandatory Pre-camp Training & Orientation (approx. 18 hours-Compensated) – training days are typically scheduled on Saturday mornings; Orientation Day is **ALL DAY** the Saturday prior to the 1st day of Camp.
4. Staff Meetings.

Hiring Process

1. All applications are reviewed by the Camp Director.
2. Personal references are checked by mail and by telephone.
3. Based on the application review, qualified applicants are notified by mail for a personal interview.
4. Employment Contracts are offered on the basis of qualification.
5. Criminal background checks are required on **ALL STAFF.**

AMERICAN HERITAGE SUMMER DAY CAMP

Nancy Bowen
Executive Director

12200 W Broward Blvd
Plantation, FL 33325
954-472-0022 Ext 3043

*If you are selected for an interview you
will be notified by MAIL*

**Complete BOTH sides
Please Print Neatly**

Social Security # _____ - _____ - _____

Date Of Birth _____

Age _____ Male _____ Female _____

E-Mail Address _____

Applying For A Position As:

Counselor In Training (Min Age 14) _____

Junior Counselor (Min. Age 16) _____

Senior Counselor (Min. Age 18) _____

Life Guard (Min. Age 16) _____

Specialist (Min. Age 21) _____

Administrator (Min. Age 21) _____

Name _____ Home Phone # _____
Last Name First Name

Permanent Address _____
Street City

State Zip Cell Phone # _____

High School Attend(ing/ed) _____ Last Grade Completed _____

College / University Attend(ing/ed) _____ # Of Years Completed _____

Current Employer _____ Phone # _____

Address _____ Supervisor _____

Please list any previous camp experience (include position and responsibilities):

What contributions do you think you can make at camp?

Write a brief biographical sketch, including specialized training in camping and experience or training in other fields which have a bearing on the position(s) for which you are applying:

(OVER)

In the following list, put a numeral “1” before those activities you can organize and teach as an expert; “2” for those activities in which you can assist in teaching; and, “3” for those which you have no knowledge:

- | | | | | |
|---|---|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Ballet | <input type="checkbox"/> Archery | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Soccer | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Folk Dance | <input type="checkbox"/> Badminton | <input type="checkbox"/> Baseball | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Social Dance | <input type="checkbox"/> Fishing | <input type="checkbox"/> Track & Field | <input type="checkbox"/> Basketball | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Square Dance | <input type="checkbox"/> Skits & Stunts | <input type="checkbox"/> Lead Singing | <input type="checkbox"/> Leather Work | <input type="checkbox"/> Macrame |
| <input type="checkbox"/> Basketry | <input type="checkbox"/> Nature Crafts | <input type="checkbox"/> Painting | <input type="checkbox"/> Sketching | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Rope Courses | <input type="checkbox"/> Gardening | <input type="checkbox"/> Weather | <input type="checkbox"/> Insects | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Rocks & Minerals | <input type="checkbox"/> Animal Care | <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> Birds | <input type="checkbox"/> Astronomy |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Forestry | <input type="checkbox"/> Play Directing | <input type="checkbox"/> Swimming | <input type="checkbox"/> Storytelling |
| <input type="checkbox"/> CPR | <input type="checkbox"/> Informal Games | <input type="checkbox"/> Ping Pong | <input type="checkbox"/> Weaving | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> Guitar | <input type="checkbox"/> Piano | <input type="checkbox"/> Aquatic Instructor | <input type="checkbox"/> Life Guard | <input type="checkbox"/> Bowling |

List three (3) personal references. These may include teachers, employers, etc. Do not include relatives
Provide as much contact information as you can.

1. _____
Name Address Phone

2. _____
Name Address Phone

3. _____
Name Address Phone

I authorize the investigation of all statements herein and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an AT-WILL EMPLOYEE and that any agreement to the contrary must be in writing and signed by the Director of the camp. I also understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery by the camp.

I understand any position with the camp is a commitment for the entire summer program – typically nine (9) weeks. I also understand there are mandatory pre-camp training meetings with any position.

Signature _____ **Date** _____

FOR OFFICE USE ONLY

Date / Time of Interview _____

Interviewer’s Initials _____