



DAY CAMP LEAD COUNSELOR

JOB DESCRIPTION

Job Summary	<p>The Day Camp Lead Counselor is responsible for providing supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs and assisting the Program Manager and Coordinator in providing instruction and ongoing assistance to volunteers during programs. A primary function of this and every other job at the Kostopoulos Dream Foundation is to ensure that each member, guest and visitor receives the highest caliber of service.</p>
Supervisor	<p>Program Manager and Program Coordinators</p>
Responsibilities	<ol style="list-style-type: none"> 1. Act as an integral member of summer camp program team 2. Provide supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs 3. Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise campers and implement assigned programs; complete/submit all required paperwork by set deadlines 4. Responsible for assessing and making recommendations to Program Manager and Coordinators as to program equipment and supply needs; monitors safety of all aspects of program and campers 5. Follow protocol regarding handling of behaviors and special needs; gives Program Manager and Coordinators input and feedback on effectiveness of behavior protocols 6. Assist/participate in: administering behavior protocol as directed, administering all medical protocol as directed, verbal and physical assistance, and accomplishes all other tasks as directed 7. Assist in the care, cleanliness, and security of the facility used by campers during the program 8. Communicate all pertinent issues affecting programs to Program Manager and Coordinators (i.e. staff/client/ parent/transportation issues/concerns, etc.), in a timely manner 9. Responsible for implementing policies and procedures regarding facilities and van including but not limited to; ensuring proper paperwork is filled out prior to departing, reporting damages to Program Manager and Coordinator, using backer when exiting a parking spot, etc... 10. Participate in all required trainings and certifications in compliance with our standards 11. Communicate clearly, honestly and respectfully with staff, campers, parents and volunteers 12. Establish good rapport with families of the program campers as well as keeping them informed about concerns affecting the campers 13. Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community
Qualifications	<ol style="list-style-type: none"> 1. Must be 21 years of age and have a clean criminal background check 2. Must commit to contracted dates from May 21-August 10, 2018 3. Must live off-site and commute each day, room and board will not be provided 4. Must have a valid driver's license, a good driving record, experience driving a 15 passenger van is (preferred) 5. Knowledgeable of Cognitive and Physical Disabilities, including Autism Spectrum Disorders, Down Syndrome, Developmental Delays, Spina Bifida, etc. (preferred) 6. Previous experience working with individuals with cognitive and physical disabilities (preferred) 7. Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity; ability to be flexible, creative and adaptable to situations 8. Current First Aid/CPR certification 9. Ability to consistently lift, carry and load adaptive and other sports equipment that may weigh 50 or more pounds, and sustain physical activity for a minimum 20 consecutive minutes 10. Commitment to a positive, fun and team-oriented working environment 11. Demonstrated history of responsibility, dependability, and maturity 12. Ability to be flexible, creative and adaptable to situations

Salary	\$300/week stipend, contingent upon completion of scheduled daily hours
Status	Seasonal
Hours	40+hours a week; weekend, evening, overnight and holiday work required as needed
Benefits	Lunch M-F