

North Salem Day Camp - Job Description

Counselors - 8:30am – 3:30pm / Specialists – 9:00am – 3:00pm
Individual hours may vary and will be discussed during your interview.

Responsibilities of ALL Staff

1. Your daily attendance is mandatory from June 26th – July 31st. If you must leave, you must clear it with Administration prior to the day. Camp is closed July 3rd.
2. All staff must take part in the orientation and staff training prior to campers arriving at camp. **MANDATORY** Staff Training will be on Friday and Monday, June 26th and 29th from 8:30am-3:30pm. **Failure to attend both days will result in forfeit of position.**
3. All staff must show *positive leadership* and be able to control and direct their campers in a positive manner.
4. Staff is not paid until age 15.
5. All staff under 18 must have working papers. Cards are issued for ages 14 & 15, and 16 & 17.
6. **Counselors are not to use cell phones, or any other mobile / electronic devices during the camp day.** If you need to make a call, come to the director's office to do so.
7. Staff may be required to do other tasks not mentioned herein but deemed necessary by Administration.

Specific Responsibilities of Counselors

1. All counselors must help with dismissal - If you are car-pooling with campers you must arrange for late pick up.
2. Counselors will stay with their group *at all times*. They will accompany their groups to each activity and assist specialists at each activity.
3. Counselors will keep accurate attendance records. The daily attendance sheets must be turned in to the Director's office each day before first period along with any early dismissal notes, car pooling notes, etc. A note should be made whenever any campers arrive late or dismiss early.
4. All counselors will eat lunch with the campers in their assigned area. Counselors and campers must stay at their tables during lunch time.
5. During down time, counselors will be responsible for creating and implementing activities to keep the campers engaged – think of this ahead of time and be sure to keep any needed supplies with you at all times – be prepared and share ideas!
6. If any campers are sick/injured (ANY incident with tears) or any potential problem arises, Administration must be notified immediately.
7. Head counselors must attend daily staff meetings and report information to fellow staff members.
8. Counselors must show proper care of facilities and camp equipment. This means neatness in the Mess Hall, cabins, log circles, and outdoor eating areas. All groups will be assigned clean up times.
9. All counselors will bring/wear their bathing suit and be ready to enter the pool every day with their groups. Counselors not following pool rules may be dismissed. No shoes allowed in pool area.
10. During Mess Hall dismissal in bad weather, counselors will maintain control of campers, control noise level and stay with their groups in their assigned area. One counselor will walk their campers to the deck area and return to group for next camper to be dismissed.

Specific Responsibilities of Specialists

Responsibilities will vary based on specialty but all specialists will teach at least six 35-minute classes per day, and will be required to submit weekly lesson/activity plans.