



BOYS & GIRLS CLUB OF GREATER WATERBURY

TITLE: DAY CAMP COUNSELOR

DEPARTMENT: PROGRAMS/SUMMER ENRICHMENT PROGRAM

REPORTS TO: CAMP DIRECTOR

FLSA STATUS: NON-EXEMPT - TEMPORARY PART TIME

The Boys & Girls Club of Greater Waterbury is looking for energetic and engaging counselors for its 2021 Summer Enrichment Program. The program runs from June 28 – August 12 (7 weeks) Monday - Thursday; mandatory training will take place over the two weeks before camp starts. Counselors' hours may vary depending on need. Campers are ages 6 – 14 years.

Applicants must pass a background check, CPR and child safety training. Exact dates of mandatory training sessions will be provided.

Responsibilities:

- Direct supervision of camp participants
- Supervise and lead recreational activities
- Plan daily activities
- Provide instruction and demonstrate knowledge, skills and ability in area(s) of expertise
- Responsible to check out equipment from storage and return to proper storage area
- Report all accidents/ incidents to office staff immediately and complete necessary forms
- Prepare room set up for activities and clean up after activities
- Inform supervisor about any problems regarding participants, facilities or other
- Provide excellent internal and external customer service. Create a positive experience for campers through professional and courteous behavior
- Practice safe work habits and contribute to the safety of self, co-workers and the general public
- Perform other job related duties as assigned

Requirements:

- Bachelor's degree or currently enrolled in degree program to earn Bachelor's degree from an accredited college or university
- 18 years of age or older
- Bilingual (Spanish) - preferred
- Experience working with children and teens
- Experience with youth athletic and recreational programs

- Experience leading, planning and implementing group activities
- Excellent planning and organizational skills
- Ability to work collaboratively with diverse communities and groups
- Excellent written and verbal communication skills
- Ability to multi-task and be flexible and to follow instructions
- Possession of, or willingness to obtain, First Aid/CPR certification

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume **via email only** to (subject line “camp counselor application”):

general@bgcgwater.org

Applications must be received no later than May 3, 2021

Applicants must provide a working cell phone number capable of receiving texts and calls. Applications will be reviewed after the deadline and qualified applicants will be contacted for interviews via email &/or text.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER