



**Summer Camp Counselor**  
**FAIRYTALE TOWN**  
**(03/2014)**

The *Summer Camp Counselor* is responsible for the direct supervision of large groups of 4-12 year old children in a summer day camp program. Under the direction of the Education & Program Manager, the *Summer Camp Counselor* supervises assigned camp participants and assists with the planning, organizing, implementing, leading and monitoring of day camp activities to provide quality camp experiences for all children enrolled.

**Note:** The *Summer Camp Counselor* must be able to work 5 days a week, Monday - Friday from June 16, 2014 - August 15, 2014. There will be no camp the week of June 30<sup>th</sup> - July 4<sup>th</sup>. Training will take place the week of May 26. The Summer Camp Counselor is required to work all assigned weeks unless specific days off are approved by the Education & Program Manager prior to employment. This is a part-time, non-benefited position.

**Duties include but are not limited to:**

- Maintain a sincere interest in providing each child with a positive camp experience.
- Supervise and account for assigned camp participants; ensure sign in and out procedures are followed.
- Assist, prepare, and lead participants in camp activities such as games, playtime, arts & crafts and songs.
- Demonstrate a positive, courteous and enthusiastic attitude with children, parents and staff.
- Communicate with parents/guardians on a daily basis and act as liaison between the parents, children, camp staff and Education & Program Manager.
- Follow safety procedures; respond to emergency situations as they arise and follow emergency procedures; ensure that accidents and incidents are promptly documented and reported.
- Keep day camp areas neat and clean and maintain all equipment, snacks and supplies in good order.
- Assist day camp Instructors and provide necessary support at all times, including set up and clean up.
- Ensure the safety of campers, staff and guests at all times.
- Other duties as assigned.

**Minimum Requirements:**

- Must be 18 years of age or older.
- One year of paid experience working with children in a day care or recreational day camp program setting.
- Experience working with school age children.
- College courses in child development, recreation and education or a related field.
- CPR & First Aid AED Certified.

**Ability to:**

- Be creative, imaginative and innovative, with good detail oriented skills.
- Must be highly motivated, organized and able to work effectively.
- Use independent judgment and take appropriate action to ensure the safety of children.
- Deliver excellent customer service.
- Speak publicly to large groups and give clear and concise oral instructions.
- Understand and follow written and oral instructions and communicate effectively orally and in writing.
- Handle emergencies, guest concerns and crowd control.
- Lift up to 50 pounds.
- Work as a team player and be able to motivate others.
- Work in a dynamic and growing organization.
- Be flexible and intuitive.

**Special Qualifications:**

- Must be willing and able to work weekdays and flexibility to work some weekend or evening shifts, as needed.
- Must be willing and able to work around and in close contact with animals daily.
- Creativity and a sense of humor.
- Possession of a valid California driver's license and reliable transportation.
- Experience working with special needs children is highly preferred.

**To Apply:** Please send resume & cover letter to [programs@fairytaletown.org](mailto:programs@fairytaletown.org) by April 21, 2014.