



**Position:** Day Camp Counselor

**Department:** Out of School Time

**Reports To:** Program Group Supervisor

**Hours:** Monday- Friday

Shift 1- 8:00am- 4:00pm

Shift 2- 9:30 5:30

**Status:** 40 hours per week Temporary -Non Exempt

11:30am-5:30 pm on Philadelphia  
School District Early Dismissal Days

**Position Summary:**

The Day Camp Counselor is responsible for planning, leading, and implementing programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group.

**Responsibilities:**

- Plan and oversee camper activities.
- Ensure camper safety and monitor their activities.
- Set up and ensure recreation equipment is secure and stored properly.
- Supervise campers during meals.
- Instruct campers in daily routines and cleanup tasks.
- Follow safety and emergency procedures and guidelines.
- Work one-on-one with campers.
- Instruct and organize camper projects (arts and crafts, dramatics, etc.).
- May perform administrative tasks (filing, record keeping, etc.) as needed

**Qualifications - Essential:**

- High School Degree or Equivalency
- Self-starter
- Self-disciplined
- Organized
- Creative

**Knowledge, Skills & Experience - Essential:**

- One or more years working or volunteering with K-12 grade level youth
- Proficiency in MS applications (Word/Excel/PowerPoint/Outlook)
- Excellent organizational skills and attention to detail
- Ability to handle multiple projects while setting appropriate priorities to achieve goals
- Excellent oral and written communication skills
- Must be an industrious problem solver and big dreamer