

**South West Special Recreation Association
Job Description**

TITLE: DAY CAMP COUNSELOR

FUNCTION: To supervise, nurture, and run activities for individuals with disabilities in the camp setting. Counselors are responsible for the safety and well being of all individuals, including themselves. Counselor's main priority is to provide campers with a safe environment, while generating a fun, positive, and nurturing experience. The Camp counselor's job is a seasonal, part time position, lasting a total of 8 weeks throughout the Summer.

SUPERVISION: Responsible to the Site Director

RESPONSIBILITIES:

- Must demonstrate active involvement in the planning and implementing of all activities, including setup and cleanup.
- Responsible for appropriately managing and documenting behaviors for all campers, following the Agency Code of Conduct policy. Communicate camper issues with Site Director.
- Close supervision of campers at all times.
- Counselors are required to be in the pool, within arm's length of campers at the pool for close supervision.
- Provide excellent customer service to participants and parents.
- Keep inventory of First Aid/CPR supplies on you at all times. Be prepared to administer First Aid/CPR on injured campers.
- All employees are mandated reporters.
- All other duties as deemed necessary by the supervisor(s).

WORKER TRAITS:

- Must be able to attend/complete all trainings and meetings throughout the season.
- Must be present, enthusiastic and energetic every day throughout the season.
- Must be willing and able to supervise on vehicles, including tie downs and lift use.
- Must have ability to work effectively under stressful situations.
- Must be able to respond effectively to the individual needs of each participant.
- Must demonstrate excellent leadership qualities.
- Must be dependable and punctual. Must demonstrate a mature and professional quality in terms of dependability, promptness and general interest in the program.
- Must exhibit good problem solving ability and good judgment while keeping with the mission of the Agency.
- As a SWSRA representative you must serve as a positive role model at all times.

EDUCATION AND EXPERIENCE:

- Prefer 18 and older, however must be a minimum of 16 years old.
- Must have a minimum of 1 year of experience with individuals who have a disability.
- Must demonstrate enthusiasm and possess strong communication skills. Must possess ability to effectively work in a team atmosphere & communicate effectively with people with disabilities, co-workers, member agency staff & the public.
- CPR/First Aid Certification is required.
- All SWSRA employees are subject to drug screening.

SAFETY RESPONSIBILITIES:

- Perform all job tasks within the rules and guidelines of the South West Special Recreation's Safety Program.
- Participate in all orientation, job instruction and in-service trainings.
- Survey the location of any environment that the participants are going to be utilizing prior to the arrival of participants.
- Actively support the safety program by obeying and enforcing safety rules and procedures.
- Responsible for accurately filling out Accident/Incident Reports and submitting to Camp Director.

ESSENTIAL FUNCTIONS:

- Paperwork- preparing reports, evaluations and other written duties.
- Support SWSRA Safety Program by ensuring the safety of all participants at all times.
- Perform work in and outdoors.
- Work and Communicate effectively with co-workers, staff, supervisors and parents.
- Assist with daily living skills, which may include toileting, feeding, changing/diapering, transferring and pushing participant in wheelchair.
- Assisting with the care of, handling and lifting of equipment.
- Active participation in and physical set up of activities.
- Sit, stand, carry and bend.
- Must be able to swim with participants.