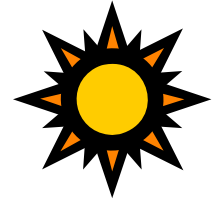




Day Camp Job Descriptions

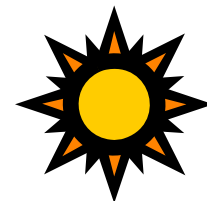


Counselor

- Attend all orientations and trainings listed for day camps.
- Contribute ideas during weekly camp planning meeting.
- Insure the safety of your assigned participants.
- Supervise, interact and participate with ALL campers, not just the ones you are assigned to, during ALL camp activities & field trips.
- Become knowledgeable of the specific needs of your participants and adapt activities accordingly.
- Be responsible for the belongings of the participants assigned to your group. Keep track of what each camper comes with to camp and help to insure that personal items are not misplaced/lost.
- Implement behavior plans for specific campers who need/have them.
- Assist with feeding, changing clothes, changing diapers or pull-ups.
- Swim with campers when swimming is the scheduled activity. **This is mandatory to work WDSRA Summer Camps!**
- Be energetic! Keep campers motivated to participate in activities.

Head Instructor

- All counselor duties as listed above.
- Supervise all camp counselors.
- Lead camp activities.
- Serve as first in command in an emergency situation.
- Talk to parents regarding any behavior issues, concerns, etc.
- Schedule and run weekly meetings with counselors to form weekly calendar and to discuss any behavior issues or plans.
- Create a weekly calendar of activities based on the ideas and themes generated at weekly camp meeting. Proof read calendar before it goes home to parents. Turn in a copy to FT Coordinator weekly.
- Make arrangements with FT Coordinator to stop by the WDSRA office for additional supplies that are needed each week or to see if the FT Coordinator may be able to drop off supplies to your camp.
- Organize supplies for activities before or after each camp day.
- Make reservations for local mini-trips (Dori, Jorie or Ashley will assist)
- Keep budget for camp and keep all receipts
- Evaluate camp counselors.
- Drive vehicles as needed.



Site Director

- Insure safety of campers and counselors.
- Oversee day-to-day operations of camp; make sure that there is abundant programming with lots of fun activities & trips scheduled.
- Site Directors are included in the staff ratio. Act as a camp counselor (see counselor duties listed on previous page).
- Make sure that Head Instructors have what they need; Help to replenish supplies (1st Aid, program supplies & equipment, etc.)
- Attend any Site Directors meetings throughout the summer.
- Evaluate counselors weekly (short form) during the summer.
- Drive vehicles as needed.
- Motivate your staff!
- Keep track of staff hours.

LRC – Leisure Recreation Consultant

- Lead all recreational activities during summer school.
- Create a variety of recreation activities for each week of camp. Use themes to assist in planning of activities. Activities should be age appropriate for your group.
- Create weekly activity calendar. Calendar should include group and individual activities, music, fine and gross motor movement, active and passive games.
- LRC will create all lesson plans for activities. All activities should be adaptable to the population you are working with.
- Plan & help coordinate field trips with designated teachers you will be working with; Attend field trips with your assigned group.
- Make arrangements with FT Coordinator to stop by the WDSRA office for additional supplies that are needed each week or to see if the FT Coordinator may be able to drop off supplies to your camp.
- LRC may need to shop for disposable supplies such as cooking items, project specific & special supplies, etc.
- Maintain a budget for supplies purchased and keep all receipts.
- Keep track of your own weekly activity schedule, who you will be meeting with and when (classrooms, participants/students).
- Turn in schedule/calendar to full-time coordinator weekly.