

## Peak Summer Camp Counselor Job Description

**TITLE:** PEAK Summer Camp Counselor

**ROLE:**

- The PEAK Summer Camp Counselor is responsible for the overall health and safety of all PEAK campers.
- Ensure the smooth operations of PEAK Summer Camp through quality customer service and youth programming.

**SUMMARY OF RESPONSIBILITIES:** The PEAK Summer Camp Counselor position is responsible for interacting and engaging with all campers for the duration of the camp. Should actively participate in all camp activities with campers including daily swim time. Responsible for daily activities during before and after care portion of camp. Instruct campers in daily programs and activities. Actively supervise all campers during all camp activities. Assist with distribution of snacks. Ensure safe transportation of campers within the facility, outdoors, and other on-campus areas. Maintain a clean and organized environment in all camp activity and storage areas. Attend all pre-camp training sessions prior to camp and any required in-service meetings. Exhibit appropriate attire in designated camp uniform while working to assist identification. Respond to and document all accidents and emergencies. Assist with camper disciplinary action process and resolve conflicts as necessary. Communicate with clearly and regularly with counselors, camp leadership, and parents. Assist with drop-off and sign-in of campers. Assist with evaluation and assessment of the program. **\*Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

**PAY RATE:** \$11.50 per hour with opportunities to earn promotion and higher pay rate.

**TYPICAL WORK SCHEDULE AND HOURS:**

- Must be able to work weekday mornings, afternoons, and/or early evenings in the Summer.
- During camp, shifts will typically be 5 – 7 hours in length.
- PEAK Camp hours of operation are between 7 a.m. and 6 p.m.
- This is a seasonal position from May through August and may lead to additional employment opportunities during the academic year.
- PEAK Summer Camp employees are expected to work a minimum 20 hours per week; 28 hours preferred.
- All student employees can work a maximum of 28 hours per week in the Summer.

**APPEARANCE AND DRESS:** PEAK Summer Camp Counselors will be provided a RecWell staff uniform, and PEAK Camp Counselor shirt to be worn while on duty, along with closed-toed athletic shoes. Khaki shorts, or black athletic shorts with no rips and holes are permitted. All employee uniforms shall fit properly, be clean, free of stains, nor damaged or excessively worn or faded.

**SUPERVISOR(S):** Reports to the Coordinator of Competitive Sports & Youth Programs and subsequently the PEAK Camp Lead Counselors

**MINIMUM QUALIFICATIONS:**

- Must be of good moral character and enjoys working with children.
- Ability to work throughout the Summer months.
- Must be a current Kent State University undergraduate or graduate student, and 18 years or older.
- Prior youth camp experience is preferred but not required.
- Work collaboratively with others in various working groups to achieve common goals.
- Strong verbal communication skills with campers, coworkers, supervisors, and all RecWell patrons and guests.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully with all people.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.

**HOW TO APPLY:** Interested candidates must apply through Handshake.

**QUESTIONS?** Contact Eli Mallahan at [emallaha@kent.edu](mailto:emallaha@kent.edu)

**SUMMARY OF PEAK SUMMER CAMP:** The PEAK Summer Camp is an American Camps Association (ACA) Accredited camp, designed for children 6 – 12 years of age. Each session is facilitated by highly motivated and energetic students and professionals. Campers can expect a wide variety of activities, crafts, and games based around weekly themes, that will keep them engaged and active with campers in their age group. Utilizing several of the facilities operated by RecWell, we strive to offer something that every camper can enjoy. The PEAK Summer Camp offers 8 weekly sessions beginning in early June and ending in August.

**OTHER REQUIREMENTS AND EXPECTATIONS:**

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
  - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. o (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (**summer**, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

**ABOUT RECREATION AND WELLNESS SERVICES:**

- **MISSION STATEMENT:** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **VALUES:** Sustainability, Excellence, and Belonging.

**EQUAL OPPORTUNITY:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**AVAILABLE RESOURCES:**

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

**NACE COMPETENCIES FOR A CAREER – READY WORKFORCE:** The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
<b>Job Responsibility 1:</b> Quickly make decisions and resolve conflicts within camp, while mitigating risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Job Responsibility 2:</b> Ability to positively create a safe, and welcoming environment for all and maintain a positive attitude at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Job Responsibility 3:</b> Must be self-motivated, interacting, and always engaging with campers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Job Responsibility 4:</b> Demonstrate an articulation of one’s own personal growth and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.	<input checked="" type="checkbox"/>						
<b>Job Responsibility 5:</b> Strong verbal communication skills with campers, coworkers, supervisors, and all RecWell patrons and guests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
<b>Job Responsibility 6:</b> Functions and communicates effectively and respectfully with all people.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>