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 sure 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 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: $10.75 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 early evenings.
• Primary hours 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 Counselor is expected to work a minimum 20 hours per week; 28 hours preferred.
• Student employees can work a maximum of 28 hours.

APPEARANCE AND DRESS: The PEAK Summer Camp Counselor will be provided a PEAK staff uniform shirt to be always worn while on duty, along with closed-toed athletic shoes. All employees shall wear a uniform that fits properly, is clean, free of stains, not damaged or excessively worn or faded. Khaki shorts, plain color athletic shorts with no rips and holes are permitted.

SUPERVISOR(S): Reports to the Recreation Program Coordinator and subsequently the PEAK Camp Supervisor

MINIMUM QUALIFICATIONS:
• Must be of good moral character and enjoys working with children.
• Must be able to work Monday through Friday
• Must be a 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 diverse 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 within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
• 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

SUMMARY OF PEAK SUMMER CAMP: The PEAK Summer Camp is designed for children 6 – 14 years of age and is part of the American Camp Association. 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, Mental Health AID 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 Affairs, 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:** Recreation and Wellness Services is committed to providing equitable recreational experiences through a culture of learning, growth, and well-being in a supportive and welcoming environment.

- **TEAM CULTURE:** Well-being, Supportiveness, Flexibility, Inclusivity, Integrity, and Positive Attitude.

- **VALUES:** Belonging, Development, Integrity, Quality, and Safety.

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 eight 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. Please also visit this link to see how working in the department will allow you to grow in these skillsets.

<table>
<thead>
<tr>
<th>Job Responsibilities</th>
<th>Career &amp; Self Development</th>
<th>Communication</th>
<th>Critical Thinking</th>
<th>Equity &amp; Inclusion</th>
<th>Leadership</th>
<th>Professionalism</th>
<th>Teamwork</th>
<th>Technology</th>
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<tbody>
<tr>
<td><strong>Job Responsibility 1</strong>: Provide a safe environment for campers.</td>
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<td><strong>Job Responsibility 2</strong>: Ability to positively create a welcoming environment for all and maintain a positive attitude at work.</td>
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<td><strong>Job Responsibility 3</strong>: Must be self-motivated, interacting, and always engaging with campers.</td>
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<td><strong>Job Responsibility 4</strong>: 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.</td>
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<td><strong>Job Responsibility 5</strong>: Strong verbal communication skills with campers, coworkers, supervisors, and all RecWell patrons and guests.</td>
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<td><strong>Job Responsibility 6</strong>: Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.</td>
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