

The Salvation Army Anchorage Corps Community Center



Job Description

- Position Title:** Day Camp Counselor; After-School Camp Counselor
- Supervisor:** Program Director
- Status:** Full Time, Temporary-Seasonal (summer); Part Time, Regular (during school)

The Salvation Army Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Qualifications:

1. Education
 - Preferred class-work in childhood development or related field
 - Must have H.S. Diploma or GED
2. Work/Professional Experience
 - Preferred camp counselor, or similar, experience
3. Other
 - Must have a positive attitude toward helping and fostering children in their development
 - Must possess, or be willing to receive, a CPR/First Aid certification
 - Must possess, or be willing to receive, valid Food Handlers Card
 - Must have completed, or be willing to complete, PTM (Protecting the Mission) training through The Salvation Army

Scope of Position:

The primary function of this position is to supervise both large and small groups of campers with the assistance of other counselors. Counselors will be charged with maintaining the safety, health, happiness, discipline, cleanliness, character, and skill development of all campers. Camp counselors will help campers carry out activities, promote camper participation, and be asked to teach and/or demonstrate the following: sports skills, arts and crafts, movements, educational concepts, musical concepts, and various games. Overall, a camp counselor will supervise and lead activities for all day camps while ensuring the campers' safety and well-being while they are in our care.

Counselors work with youth ages 5-12. Must have the ability and desire to work with children, parents, volunteers and peers.

Knowledge, Skills, and Abilities Required:

- **General:** Effective verbal and written communication skills, ability to multi task. Must be able to read, write, and communicate in English. Must have ability to work and relate well with people. Must have a positive attitude toward helping and fostering children in their development.
- **Organization:** The ability to maintain a directed schedule along with the ability to lead a large group through multiple projects in a timely manner. This position must be responsible, detail oriented, and be able to take projects from beginning through completion.

- **Professional:** The ability to work in a distinctively Christian environment. The ability to interact with co-workers and the public in a positive, professional manner in conformity with The Salvation Army Mission Statement. The ability to work with people of diverse backgrounds and circumstances. Able to work with limited supervision, and work in a team setting with other professionals. Exercise good judgment and comfortable taking initiative with projects.
- **Equipment:** Motor vehicles, telephone, computer, copy/fax machines

Essential Duties and Responsibilities:

- Will be responsible for leading assigned group of campers through camp activities and recreational activities with enthusiasm according to training protocol and written lesson plans
- Will adhere to and implement discipline procedures created for campers and staff
- Will communicate any camper, parent, or staff issues with the Program Director and/or Officers immediately and follow up with appropriate documentation as directed
- Will keep camper and staff issues confidential. Do not share issues with other campers, parents or patrons, news organizations or staff who are not involved
- Ensure equipment is returned to proper storage or appropriate designated area upon completion of activity with group unless otherwise arranged
- Ensure each program area used by camper groups is cleaned before they head to the next camp activity
- Will maintain an accurate head count of assigned camper group at all times
- Facilitate day camp check in and out procedures according to protocol. Check ID of each person signing out a camper
- Will interface respectfully with peers, supervisors and customers of various socio-economic backgrounds.
- Provide information and answer questions about available programs
- Maintain a safe working environment: report all facility defects/problems to the Program Director
- Enforce all rules that pertain to the camp, children's program, and facility on a consistent basis
- Assist in emergencies or treatment of injured participants or staff. Follow up with completion of appropriate paperwork as directed
- Assist in the development of lesson plans for assigned specialty camps, children's programs and athletic programs
- Drive ACCC vehicles (staff 21 and older) as directed by management in order to pick up campers from school and/or transport them during off-site excursions
- Follow all ACCC and Salvation Army fleet procedures while driving and inspecting vehicles
- Follow and ensure adherence to The Salvation Army Policies and Procedures
- Maintain the Code of Ethics policy
- Perform other assignments/duties as directed
- Regular and punctual attendance is an essential job requirement
- Flexibility and a cooperative spirit are crucial characteristics of the individuals who hold this important position

Physical Requirements:

- Must be able to perform tasks of a repetitive nature without diminished performance
- Must be able to carry up to 40 lbs for short distance
- Must be in excellent physical and mental health, capable of meeting the demands of the gymnasium and athletic field programs
- Must be physically able to give emergency care if a situation arises
- Must be able to walk, bend, stoop, squat, twist body, stand for short/long periods of time, kneel push, pull, have sense of touch, reach, grasp with hands and fingers, climb stairs, close vision, distance vision, smell, talk, hear, have eye-hand coordination, have manual dexterity, speak and read English and work in noisy areas
- May walk or stand on varied surfaces
- Will require work outdoors in all types of weather conditions

Working Conditions:

- This position may have frequent phone and in person contact with people from diverse backgrounds who may be angry, hostile, confused or frustrated
- Must be prepared to handle chemicals in a safe and appropriate manner as outlined by OSHA and MSDS standards
- Some camp programs may require the use of chemicals during projects or clean up. The person in this position must be prepared to wear appropriate safety materials when handling chemicals. Including face masks, gloves, aprons and respirators as needed.

This position has access to confidential and private information. It is essential that confidentiality and privacy be observed.

Miscellaneous:

The candidate chosen for this position will be required to have fingerprints taken and pass a criminal history information check. Conviction of a crime will not automatically preclude employment. The circumstances involved in the conviction(s) will be considered.

The candidate chosen for this position will be required to pass a motor vehicle record check. They must have a valid Alaska driver’s license and acceptable driving record.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

It is expected that each employee will be familiar with The Salvation Army Western Territorial Handbook for Employees. Questions regarding its contents can be directed toward the Immediate Supervisor or the Human Resources Coordinator.

Dress Code: Adhere to dress code at all times – (1) Long shorts or pants with no holes, (2) athletic shoes, (3) clean Salvation Army T-shirt (will be provided)

The Salvation Army provides a smoke and drug free work environment in its facilities and vehicles for all employees and volunteers.

The Salvation Army reserves the right to revise or change job duties and responsibilities as the need arises.

I have read the description for the position of a **Day Camp/After-School Camp Counselor**. I acknowledge my understanding of this and am able to conduct myself in accordance with its purpose.

Employee Signature

Date

Program Director Signature

Date