

# CampCo Day Camps

## EMPLOYMENT OPPORTUNITY

### SUMMER DAY CAMP COUNSELOR

**Camp Counselor I: \$17/hour DOE**

**Camp Counselor II: \$18.00-\$18.50/hour DOE**

**Summer Seasonal/Temporary: Up to 40+ hours per week**

#### **Primary Function:**

Camp Counselors supervise and lead activities for groups of children ages 5-12 years at a summer day camp under direct or remote supervision from the Site Director, Assistant Site Director or other Manager.

#### **Work Hours-Summer:**

During the Summer, most staff work Mondays – Fridays for 40 or more hours per week. Camp usually runs for 10-11 weeks with trainings scheduled on various dates a few weeks prior to the start-date of camp. We ask that staff have availability to work through the full season with limited weekday time-off requests.

During the Summer, examples of shifts may be:

Monday – Friday, 7:30am-4:15pm

-or-

Monday – Friday, 9am-6:15pm

-or-

Monday – Friday, varied shifts of approximately 8-hours between 7:30am-6:15pm

-or-

Varied weekdays, 7:30am-1:15pm or 1pm – 6:15pm or similar shifts

#### **Experience/Training Required:**

- Minimum age of 16 years old & completion of 10<sup>th</sup> grade for Summer Camps. Some positions/shifts require a minimum age of 18 years or older.
- Experience working/volunteering with children, preferably in a recreation program, day camp, school or childcare.
- Some college and/or high school courses in child development or similar field, preferred but not required
- Mandatory participation at Staff Training dates as posted on our website.

#### **Licenses/Certificates:**

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained prior to the deadline listed on our website for the season of hire.
- Reliable transportation to the job site. May require possession of a valid Class “C” California driver’s license.

#### **Examples of Duties:**

- Lead and oversee an assigned group of 10-12 campers in games, crafts, learning activities, songs, skits, fishing, boating (LMVA only), swim time, etc... following the pre-planned Camp Activities Packet and camp schedule.
- Work as a team with other counselors to lead large-group introductions, swim time, songs, dance, games and special activities.
- Create a safe, fun, positive, active and memorable summer for campers.
- Assist with daily set-up and clean-up of camp including tables, chairs, learning centers, games, fishing equipment, canopies, snack bar and other items. Assist with monitoring of facility cleanliness, inventory and upkeep of camp supplies/equipment.
- Handle emergency or unexpected situations. Use first aid skills, when necessary.
- Assist Management with various duties. Perform other duties as assigned.

#### **Knowledge of:**

- Age-appropriate indoor & outdoor crafts, games, swimming pool/water activities & educational activities (or the ability to acquire the knowledge at staff trainings).
- English usage, reading, writing, grammar, punctuation, spelling, etc...
- Principles of public relations and customer service.
- Appropriate safety precautions and procedures.
- Basic computer/cell phone app skills.

**Ability To:**

- Work independently and as a team with coworkers in a positive manner.
- Be patient, helpful, flexible and caring with children, coworkers and management. Be flexible to meet the needs of the campers and organization.,
- Encourage positive camper behaviors through role modeling and positive discipline. Enforce rules in a positive, professional manner and take appropriate action when necessary.
- Follow a planned schedule of activities and stay on schedule.
- Provide outstanding customer service.
- Utilize good judgment in analyzing situations carefully and adopting effective courses of action.
- Maintain cooperative working relationships with staff, participants, clients and the community.
- Ensure safety of personnel and participants. Understand safety issues; respond to critical incidents and act swiftly in emergency situations.
- Have a fun attitude and enjoy being a little silly!

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee often works in outside weather conditions. The noise level in the work environment is usually moderate when working the recreational activities.

**Application Procedure/Selection Process:**

Individuals wishing to apply must complete a CampCo application. **Applications will be accepted on an on-going basis until the positions are filled.** Resumes will not be accepted in lieu of a completed application, but are encouraged in addition to an application. For an application, visit our website at [www.CampcoDayCamps.com](http://www.CampcoDayCamps.com), complete our online application and submit by email.

Applications will be screened and applicants possessing the most desirable qualifications will be invited to participate in an oral interview with CampCo management. For some positions, a group activity interview and/or a questionnaire/exam may be required, in addition to oral interview. Prior to employment, the prospective candidate must successfully complete a thorough background check, which may include drug screen and fingerprinting. If selected, written identification showing entitlement to legal residence in the United States will be required.

**Equal Opportunity Employer:**

CampCo recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

**Special Notice:**

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

**Information about CampCo Day Camps Inc.**

CampCo Day Camps started as a sole-proprietorship in 1998 and incorporated in 2023. CampCo provides high quality, fun, safe and educational day camps, afterschool programs and other recreation programs throughout South Orange County. CampCo programs are held in Mission Viejo & Lake Forest during the Summer and in San Clemente during the School-year. Occasionally, programs may be held in other locations in South Orange County.

CampCo employs 25-30 staff during the summer months and 5-6 staff during the school-year. CampCo is a great place for campers, students and staff! CampCo is proud that we have many staff return year-after-year, have many former campers/former students who work at CampCo as adults, and often have the children of former staff attending CampCo programs. **CampCo Day Camps may be contacted by telephone at (949) 643-9008.**

This job bulletin does not constitute an expressed or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.