



**Summer in the City
CAMP COUNSELOR
Job Description**

About Summer in the City

Summer in the City (SITC), a ministry of St. James Episcopal Cathedral, is a non-residential day camp for 35 campers 8-13 years old from different parts of the city. SITC is an adventure and art camp allowing Chicago youth to discover treasure in their city, themselves, and others.

Position Summary

Summer in the City (SITC) Camp Counselors are exciting and creative individuals responsible for fostering an inviting, stimulating, and safe summer camp environment. SITC Camp Counselors assist many aspects of the camp including trips, daily activities, and communicating with volunteers and parents. As a youth development camp, SITC Camp Counselors are expected to contribute to a team-centered working environment that is friendly, respectful, open, and honest. Camp Counselors are required to attend training and be available for the entire camp. SITC staff work together to share ideas and to develop projects and daily activities with staff and artists. Camp Counselors are pivotal to ensure that each camper has a welcoming and positive experience at SITC.

Applicants must be available the following dates:

- June 25th – Family Day (meet campers & complete necessary paperwork) (4 hours)
- July 18th – 22nd – Staff Training and Camp Preparation (8 hours per day)
- July 25th – August 5th CAMP! (8 hours per day)
- August 7th – SITC Sunday (4 hours)

Essential Responsibilities

Take responsibility for all aspects of camp coordination and success, including but not limited to the following:

- Camp Programming – work with the Camp Manager to design, manage and teach activities, inspire and mentor campers to develop their talents and interests, and design activities with teaching artists, vendors, and volunteers to help do this
- Logistics – aid in planning, confirming, and coordinating details of activities, including field trips, entertainment, visits to cultural institutions, recreational sites (parks, lake, etc.) and downtime between activities and events
- Small Group Leadership – act as a team lead for a small group of 15-18 campers in support of camp programming with the help of Jr. Counselors and adult volunteers
- Help to build relationships and community among the small group
- Maintain Space – ensure spaces are safe, clean, and attractive; establish and maintain an inventory of supplies and equipment
- Communication – maintain clear and effective communication with the Camp Manager, especially of time sensitive or safety concerns; communicate with parents, volunteers, teaching artists; complete daily reports and any necessary incident reports

Additional Responsibilities

- Assist with program planning, preparation, and evaluation
- Assure that materials and equipment are available to support planned activities
- Show decisiveness in dealing with child-related incidents; make decisions based on an understanding of health and safety policies
- Create and maintain a safe, attractive, and stimulating environment
- Display the camper's work in a way that is attractive and informative to visitors, and promotes children's self-esteem
- Alert the Camp Manager of any concerns about cleanliness, needed repairs, or safety
- Enforce safety rules, intervene when children may injure themselves or others, and promptly complete an incident report in the event of an injury involving children or staff; practice infection control principles (proper handwashing, cleaning and sanitizing toys, tables, etc.)

Qualifications

HS Diploma required. BA in Youth Development, Education, Social Work, or related field preferred. Minimum of one year's experience working with people ages 8-13. Must be willing to work in a diverse environment and work as part of a team. Background check required.

Additional Skills

- Excellent communication skills, verbal and written
- Honesty, integrity, and commitment to confidentiality
- Imagination and sense of humor
- Evidence of being a problem solver
- Open and accepting of all backgrounds and willing to work in a diverse work environment
- Be actively engaged and involved with children each day, including daily outdoor time in all ranges of temperatures or humidity levels, in accordance with safety guidelines

Job Type

Temporary, Contract
Estimated 120 hours

Salary

\$18.00 to \$22.00 /hour based on experience

To apply, send a resume and cover letter to SitC@saintjamescathedral.org

Questions, contact the Rev. Anna Broadbent at abroadbent@saintjamescathedral.org