# River Friends Day Camp
# Shames JCC on the Hudson
# Job Description

Job Title: Assistant Counselor

Classification: Non-Exempt

Department/Job Family: River Friends Day Camp

Reports to: Helen Berni & Stephany Olivieri

Start Date: June 28, 2021

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Summary: In accordance with all rules and regulations as established by program management as well as those included in the Shames JCC Employee Manual, the Head Counselor provides superior childcare services and supports a positive experience for children, their parents and/or caregivers, members, visitors and colleagues. The Head Counselor is responsible for providing outstanding professional service in a consistently professional and courteous manner, while ensuring the safety, engagement, entertainment and well-being of children, and supporting a warm and friendly community experience throughout the entire JCC.

## Essential Functions:

*These functions include but are not limited to the following that are listed below. While we strive to maintain clarity around job expectations, work activities may be subject to change at any time, in accordance with organizational needs.*

- Ensuring overall safety, including the safe use of toys, games and any other materials and/or furnishings throughout the general play environment
- Collaborating with head counselor to carry out daily functions and activities of camp pod
- Communicating and collaborating with head counselor and assistant director/director on camp matters
- Supervising camper activities for assigned campers

- Assisting in the redirecting activities whenever necessary to keep children safe, engaged, and entertained
- Assisting in ensuring your assigned room is inviting and clean- always ready for the next shift before departing, inclusive of washing/sanitizing toys or other durage materials or surfaces
- Adhering to COVID-19 protocols and procedures
- Other duties as may be assigned

## Adherence to the Following Code of Conduct is Required of All Staff

### Staff Code of Conduct

- All must maintain a professional appearance within the guidelines for your department's dress code.
- Discussion of confidential or proprietary information with colleagues, members, or the general public is not allowed.
- In case of facility issues, all staff interacting with members, or with the general public, are required to adhere to communications guidelines established by the JCC.
- Theft, acceptance of theft, use of foul language, disruptive behavior, unlawful harassment of any kind, including but not limited to sexual harassment, are all strictly prohibited.
- Vacation requests should be communicated to your supervisor at least 2 weeks in advance.
- All staff are also expected to adhere to the policies, guidelines, rules and protocols established in the Shames JCC's Employment Handbook.

Failure to comply with the Code of Conduct may result in disciplinary action up to and including termination.

## Responsibilities

Supervisory Responsibility: Each assistant counselor will be responsible for assistant their head counselor in the supervision of their camp pod.

Work Environment: This job requires operation and use throughout the facility and grounds. Most activities will be held outside, and each pod will be assigned their own classroom as their

home base. Classrooms should be decorated in a fun, inviting manner that matches the camp theme.

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 role. Reasonable accommodations may be made to enable individuals with disabilities to perform their work.*

- Frequent standing and walking around campgrounds
- Regular bending, crouching, and lifting of up to 25 lbs. (occasionally up to 40 lbs.)
- Specific sensory abilities (including close vision, distance vision, peripheral vision, depth perception, as well as functional sense of smell) in order to facilitate the monitoring of children, as well shifting classroom or general facility environments, for safety purposes.

Expected Hours of Work:

- Assistant counselors should be expected to arrive at least 30 minutes prior to camp start time, and may need to stay up to one hour after camp dismissal. Camp hours are 9-3 with campers on site.

Education and Experience:

- College-aged candidates preferred
- Currently pursuing a degree in an educational/child focused field
- Prior experience working at camps
- Prior experience working with preschool aged children (ages 3-6)
- American Red Cross CPR/First Aid Certifications preferred

Additional Qualifications:

- Ability and willingness to take management direction, and to interact with others in a friendly, engaging and professional manner
- Ability and willingness to participate in physically engaging activities, as well as attend any required training or staff meetings
- Customer service oriented toward work, as well as the interest and ability to communicate regularly with parents and/or caregivers of campers
- Experience working in high-performing, collaborative and constructive teams
- Personal attributes of integrity and professionalism, as well as a commitment to and passion for childcare and the JCC's mission

Background Check Requirement:

- Standard online background check