“Hoos Having Fun” ½ Day Summer Camp – Camp Counselor (Fun Boss) Job Description

Description

Applications are being accepted for Summer 2021, non-benefited, part-time, Summer Camp Counselor (Fun Boss) positions through the University of Virginia IM-Rec Sports Department.

The “Hoos Having Fun” Summer ½ Day Camp will be held from Monday, July 5th – Friday, August 6th 8:00am – 12:00pm.

This position would be expected to work 20-25 hours per week Monday – Friday. Counselors should have experience working with children in structured indoor and outdoor settings/programs. Counselors should demonstrate a high level of enthusiasm and caring for the program and its participants. Counselors will be responsible for daily supervision of participants, assist in activity planning and execution, safety, and group management. Counselors must be able to work within a team setting to accomplish program goals.

Duties & Responsibilities

- Provide a memorable and positive camp experience.
- Model positive behavior and attitude for youth campers age 6-12.
- Actively support participants in recreation and leisure activities – arts and crafts, indoor and outdoor team sports, playground games and activities.
- Maintain clean and safe work and play areas.
- Assist in daily check-in and check-out as needed.
- Oversee snack time with participants.
- Assist with special daily and weekly activities for participants.
- Administer first aid and properly document any incident.
- Identify unsafe situations and work hazards, correct them if possible and report them to the Camp Site Director.
- Enforce program rules and COVID-19 regulations, resolve conflicts, and document incidents if needed.
- Carry out job duties in a safe manner in accordance with all University and departmental policies; follow safety procedures.
- Other related duties as assigned.
- Reports to the Summer Camp Site Director and Director of Recreation Programs.
Special Requirements, Education & Experience

MINIMUM AND PREFERRED QUALIFICATIONS

- Staff will need to complete a negative molecular test within seven days or less, prior to the first day of the program. A testing opportunity will be provided by the University of Virginia.
- Must be 18 years or older at the time of employment and possess a high school diploma or GED.
- Experience working with children ages 6-12.
- **Availability for pre-camp training to be held Monday June 21st – Friday June 25th 9:00am – 12:00pm daily.**
- Preferred candidates will have previous experience in a childcare setting.

KNOWLEDGE, SKILLS, AND ABILITIES

**Education/Experience:** Equivalent training and experience that will demonstrate required knowledge, abilities, and skills.

**Knowledge:** Basic knowledge of IM-Rec Sports policies, procedures, rules, and regulations. Basic knowledge of the University of Virginia's rules and regulations.

**Skills:** Skilled in customer service, group management, and emergency response.

**Abilities:** Ability to maintain a safe environment at work site. Ability to apply and administer first-aid and CPR. Ability to observe and work with large groups of children. Ability to follow directions and enforce rules. Ability to communicate effectively orally and in writing. Ability to exercise judgement in controlling the activities, behavior, and safety of camp attendees. Ability to maintain effective and courteous working relationships with campers, parents, employees, community organization partners, and the public.

**Compensation:** $13.00-14.00 per hour.

ADDITIONAL INFORMATION

Interested applicants should email their contact information and resume to tc5ke@virginia.edu. or fill out the online application at https://recsports.virginia.edu/student-employment-application.

Your email/resume should include your education history and relevant work experience (paid or volunteer); list any pertinent skills or certifications/licenses you have; and/or provide additional information that might be relevant to the position.

This is a continuous recruitment; review of applications will begin immediately.

For more information about the position, contact Tom Cocke, Director of Recreation Programs, at tc5ke@virginia.edu.