



Summer Camp EDCJCC Counselor Job Description

Job Title: Camp Counselor

Reports to: Director, Camp & After School Programs

Status: Seasonal/Temporary, Non-Exempt

Hours of Work: 8:30 AM – 5:30 PM

Program Dates: June 23 – August 8, 2025 (no camp on July 4) + orientation will be one day during the week of June 16

Roles and Responsibilities:

- **Participate in Pre-Camp Training:** Attend mandatory staff training sessions to understand camp protocols, safety procedures, and activity guidelines.
- **Daily Supervision and Safety:** Greet and assist parents during camper drop-off and pick-up to ensure smooth transitions.
 - Take and maintain accurate attendance daily; conduct regular headcounts during transitions between activities.
 - Monitor and ensure camper safety at all times, including during high-risk activities such as swimming, sports, and field trips.
- **Activity Support and Engagement:**
 - Actively support specialists in leading instructional lessons for activities like swim, art, music, dance, and sports.
 - Plan and lead engaging, age-appropriate activities for group times, including "Bunk Time," electives, and free play periods.
 - Adapt activities to meet the developmental and social needs of campers in your group.
- **Pool Supervision:**
 - Supervise children in the pool, staying vigilant and maintaining a focus on camper safety.
 - Wear appropriate swim attire if swimming (one-piece for women, swim trunks for men) and follow pool rules and guidelines.
- **Camper Assistance and Support:**
 - Help campers with tasks such as changing clothes for pool activities or other needs as required.
 - Build positive relationships with campers, fostering an inclusive and fun environment where every camper feels supported.
- **Collaboration and Teamwork:** Work effectively with other counselors, specialists, and camp leadership to ensure smooth operations and alignment with camp goals.
- **Flexibility and Adaptability:** Be prepared to assist with additional duties as assigned to support the success of the camp program.

Safety and Security:

- Prioritize the safety and welfare of all children at camp at all times.
- Report any known or suspected child abuse or if a child discloses abuse directly to the Director. As a mandated reporter, you are required by DC law to make these reports.
- Maintain confidentiality in the event of an incident by protecting the privacy of the child(ren) involved and the individual(s) who report it. Avoid discussing incidents with staff, campers, or parents unless directed by the Director.

Camper Management and Supervision:

- Raise all camper disciplinary or health concerns with the Director before addressing them with parents.
- Ensure campers in your group are always supervised, including escorting them to and from the bathroom.
- Enforce camp rules to promote the safety and well-being of all campers and staff; escalate issues to the Director when necessary.

Health and Safety:

- Oversee the health and safety of campers in your group, as well as all participants at camp.
- Exercise care and use common sense in physical activities such as lifting, carrying, running, walking, bending, and swimming to prevent accidents or injuries.

General Rules of Conduct

1. **Complete Paperwork:** Submit all required forms promptly to avoid delays in pay.
2. **Professionalism:** Be mature, patient, and professional. Build respectful relationships with campers, parents, and staff.
3. **Engage Fully:** Participate enthusiastically in all activities.
4. **Care for Property:** Ensure proper use and return of all camp equipment and materials.
5. **Support Leadership:** Assist the Director as needed and notify them of absences before 7:00 AM.
6. **Clean Spaces:** Keep camp areas tidy; counselors may need to stay after hours to clean if necessary.
7. **Timekeeping:** Clock in/out daily using the ADP app and report any issues to the Director.
8. **Conduct Standards:** Actions like leaving camp without permission, abuse, misconduct, or being under the influence of drugs or alcohol can result in termination.
9. **Phone Use:** Cell phones are for emergencies only. Do not photograph campers unless instructed by the Director.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to Arielle Bodner at abodner@edcjcc.org with the subject line "Summer Camp Counselor Application."

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