



Recreational Sports & Fitness, Montana State University

Job Description – *Bobcat Summer Youth Camp Counselor*

Assist the Lead Counselors and Camp Directors in the implementation of youth camps at Montana State University through the Recreational Sports & Fitness department. Actively participate and supervise the overall daily camp operations and campers. Collaborate with the Lead Counselors and Camp Directors to administer a comprehensive camp for children grades K-6 to explore a variety of activities for every ability and interest level. Lead and teach a variety of different activities each week including: songs, crafts, games, and sports given the week's theme. Be willing to learn or research the week's activity if unfamiliar to you. Ensure a safe and supportive environment for all staff and participants. The Bobcat Camp Summer Camp Counselors will report to the Lead Counselors.

Duties and Responsibilities:

- Be knowledgeable of Bobcat Summer Youth Camp policies and procedures
- Responsible to know the location of all your assigned campers at all times
- When needed, fill out incident reports and give to Lead Counselor
- Willingness to adjust curriculum for the specific needs of your campers
- Administer first aid, handle emergency situations, and contact emergency services as necessary
- Assist Lead Counselors in engaging campers during check-in, check-out, and other down periods
- Report emergencies through program reporting lines
- Responsible for evacuation of camp participants as necessary
- Encourage respect for personal property, camp equipment, and facilities
- Mentor and coach campers about various sports, fitness, outdoor activities, and healthy decisions
- Responsible for cleanup of equipment and supplies at the end of the day
- Other duties as assigned



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Qualifications and Skills Required:

- Ability to resolve conflicts involving campers
- Customer service skills
- Ability to work closely with a diverse group of people
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent written and verbal communication skills
- Demonstrated experience working with kids
- Skilled at being assertive and caring with campers to ensure safety and learning
- Ability to teach and lead various recreational and educational activities
- General knowledge of various recreational sports, fitness, and outdoor activities
- Willingness to incorporate own recreational interests and knowledge into camp activities

Certifications and Trainings:

- Adult and Child CPR and AED (Training will be provided if necessary)
- First AID (Training will be provided if necessary)
- Lifeguarding Certification (training will be provided if necessary)
- Additional risk management and emergency procedure training as developed and required
- Pass background screening
- Attendance at required staff meetings, trainings, and in-service

Temporary Seasonal Employment:

- Estimated 2017 start date is late/mid May. Staff training begins June 4. Camps will begin June 11.
- Estimated end date: August 10
- All youth camp staff, titles and positions aside, are Counselors with Bobcat Summer Youth Camp, first and foremost.
- Hour per week: 25-35 (depending on camp enrollment and need)
- Starting Pay Rate: \$10



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How to Apply:

- **Cover Letter** – Please address qualifications and skills required; as well as how this job would benefit your educational and professional development.
- **Detailed Resume** – List education and work experience.
- **Professional References** – List name, title, and contact information of 3 professional references.
- Submit the above materials electronically to recsports@montana.edu, with APPLICATION FOR CAMP COUNSELOR in the subject line.

Application Deadline:

- Deadline: February 16, 2018 at 5pm

