Recreational Sports & Fitness, Montana State University

Job Description – **Bobcat Summer Youth Camp Lead Counselor**

Assist in planning Bobcat Summer Youth Camp at Montana State University through the Recreational Sports and Fitness department. Assist in improving and expanding the existing curriculum, policies, guidelines, and procedures. Ensure a safe and supportive environment for all staff and participants. Work as a team with the Executive Director, Camp directors, two other lead counselors, counselors, and other Rec Sports staff. Supervise and assist counselors throughout the camp day, ensuring safety, smooth transitions, and successful activities. Encourage and support campers and parents in feeling welcome. The Lead Counselors will report to the Bobcat Summer Youth Camp Directors and Executive Director.

**Duties and Responsibilities:**

- Knowledgeable of Bobcat Summer Youth Camp policies and procedures
- Model a safe and healthy environment, both physically and mentally, to ensure the operation of a quality camp program
- Plan, lead, and implement programs, activities, and experiences for children in a camp setting
- Answer parent/guardian questions
- Ensure participant rosters are completed and up-to-date (phone numbers, allowed pick-up)
- Manage the daily schedule and specific camper medical/emotional needs
- Plan and oversee the transitions between activities
- Handle on site inquiries, concerns, conflict situations, and discipline
- Administer first aid and contact emergency services as necessary
- Organize paperwork such as employee binders and camper information
- Oversee the drop off and pick up of campers
- Run/assist in the morning announcements and pre-camp staff meetings
- Report emergencies through program reporting lines
- Responsible for evacuation of camp participants as necessary
- Responsible for preparing camp equipment and supplies for the day
- 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:
● At least 2 years of experience as a camp counselor
● Ability to resolve conflicts involving campers or counselors
● Customer service skills
● Ability to work closely and communicate 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 oral communication skills
● Receptive to feedback from Executive Director and Camp Directors regarding your performance
● General knowledge of various recreational sports, fitness, and outdoor activities
● Creative minded and willing to contribute ideas for activities and camp programming

Certifications and Trainings:
● Adult and Child CPR and AED (training will be provided if necessary)
● First AID (training will be provided if necessary)
● Lifeguard 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 mid May. Staff training begins May 29. Camps will begin June 11.
● Although camp begins in June, Lead Counselors will need to be available for minimal hours beginning as early as mid May.
● Estimated End Date: August 10
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- All youth camp staff, titles and positions aside, are Counselors with Bobcat Summer Youth Camp, first and foremost.
- Hours per week: 30-40 (depending on camp enrollment and need)
- Starting Pay Rate: $10.25

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 16th, 2018 at 5pm