

TITLE: Summer Camp Counselor

DEPARTMENT: Before and After School Care Program

REPORTS TO: Site Coordinator or designee

POSITION SUMMARY: Provides direct supervision to camp participants in elementary or middle school

ESSENTIAL FUNCTIONS:

- Supports the Mission, Vision and Direction of the Issaquah School District (ISD):
 - understands and supports the mission of the ISD;
 - demonstrates the ISD values;
 - demonstrates flexibility and accepts change;
 - is willing to try new methods and make suggestions;
 - shows a strong commitment to the ISD; and
 - conveys enthusiasm for the ISD and his/her work.
- Builds Community:
 - understands and embraces the role of volunteers;
 - helps participants make connections to others and to the ISD; and
 - practices effective relationship-building techniques.
- Provides a Quality Experience for Participants, Internal Customers, and Others:
 - possesses the ability to deliver outstanding experiences for participants, internal customers and others;
 - builds warm and supportive relationships;
 - consistently greets and assists everyone in a positive way;
 - strives to provide service that will exceed expectations;
 - responds to concerns and complaints in a way that makes each person feel valued;
 - initiates action for prompt resolution; and
 - looks for ways to serve and involve participants, internal customers and others.
- Works Productively:
 - demonstrates responsible actions;
 - consistently performs duties in a safe and conscientious manner within the agreed upon timeframe;
 - follows supervisor's directives;
 - Summer Camp standards, policies, and procedures;
 - is reliable and consistently punctual;
 - actively participates in staff meetings, required trainings, and other work related activities; and
 - uses good judgment, uses ISD resources appropriately and efficiently.
- Uses Effective Personal Behaviors and Communicates Effectively:
 - treats everyone with courtesy, respect and consideration;
 - displays integrity;
 - listens actively and genuinely;
 - communicates in a clear and pleasant manner;
 - embraces differences among people;
 - demonstrates an active willingness to learn and grow;
 - accepts constructive criticism; and
 - works cooperatively as a team member.
- Supervises a group of 20-150 camp participants, in elementary, or middle school program. Ages range from 5-13. Ensures that all campers are accounted for and safe at all times.
- Facilitates program activities that are developmentally appropriate and that promote camper skill and character development.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- Leads and assists the facilitation of all-camp special events.
- Maintains safety and cleanliness standards. Takes special note of individual camper health needs or concerns on a daily basis. Shares cleaning duties with fellow staff.
- Communicates personal or camper needs to Site Coordinator or designee in a timely manner.
- Maintains equipment in sound and safe order.
- Attends staff meetings and trainings
- Follows ISD policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Other duties as assigned.

QUALIFICATIONS:

- Ability to participate in activities that involve rigorous physical activity in an outdoor setting including, but not limited to hiking, boating, ropes course, swimming, etc.
- Must possess good safety awareness, judgment, and problem solving skills.
- Good communication skills.
- Ability to work with other adults in a team situation.
- Ability to provide proof of First Aid and CPR certification, or willingness to obtain within 30 days.

CONTINUING EDUCATION/TRAINING: Training for supervising students and adults. First Aid/CPR/AED as necessary.

REQUIRED TESTING: First Aid/CPR/AED as appropriate

CLEARANCES: Criminal Justice fingerprint/Background Clearance.

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date