



# BELMONT DAY

## *summer programs*

### Activity Counselor

Belmont Day Summer Discoveries Program seeks energetic and positive individuals to join our summer camp community. Activity counselors will develop and deliver program area activities that are safe, fun, and appropriate to the campers' ages and abilities. Counselors will assist in the management of the physical plant, designated activity space, and related equipment. This is a seasonal, non-exempt position that reports to the camp director and director of summer programs.

#### Essential Job Functions

- Develop and deliver program area activities that are appropriate for the age and ability of the campers.
  - Write lesson plans that meet camp outcomes and the abilities of campers.
  - Evaluate abilities of campers and staff.
  - Deliver progressive program area activities.
  - Evaluate the success of the program area.
- Ensure that camp staff and campers know and follow safety and educational procedures.
  - Assist in the implementation of staff training for the program area.
  - Train other staff in their responsibilities in the program area.
  - Ensure campers and staff follow safety procedures.
- Assist in the management and care of the physical facilities and equipment for the program area.
  - Set up a safe space for campers to engage in program area lessons each day.
  - Clean up and properly store all supplies and equipment each day.
  - Maintain the supplies and equipment.

#### Other Job Duties

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Attend staff training sessions, including weekly staff meetings.
- Participate as a member of the camp staff team to deliver and supervise opening and closing programs, special events, overnight, and other all-camp activities and camp functions.
- Assist in the implementation of any special events.
- Follow and implement all COVID-19 protocols at camp as required.
- Complete other tasks or duties as assigned by the camp director.

#### Qualifications

##### ***Minimum Education and Experience:***

- Must be 18 years of age and have completed freshman year of college or equivalent.
- Coursework and/or demonstrated experience in the program area.
- Current certification in the program area, if appropriate (i.e. archery, ropes).
- Previous camp experience preferred.
- Must submit health history record and examination form prior to the first day of work.
- Ability to interact with all age levels.

#### Knowledge, Skills, and Abilities

- Understanding of the developmental needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrated knowledge and skill in the program area.



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#### Physical Aspects of the Job

- Ability to communicate and work with groups participating (age and skill level) and provide necessary instruction to campers and staff.
- Ability to observe camper performance and behavior, assess its appropriateness, enforce appropriate safety regulations and implement emergency procedures.
- Ability to apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency i.e. fire, evacuation, illness, or injury.
- Ability to or evidence of endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- Requires the ability to record, prepare, and communicate appropriate camper activities/programs
- Requires the ability to lift up to 50 pounds.
- Willingness to work in a camp setting with limited or simple equipment and facilities, and with daily exposure to the sun, heat, and animals such as bugs.

[Apply today!](#)



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*Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.*