

PEAK Summer Camp Head Counselor Job Description

TITLE: PEAK Summer Camp Head Counselor

ROLE:

- The PEAK Summer Camp Head Counselor is responsible for providing direct leadership, guidance, and oversight of all PEAK Summer Camp staff, and the overall health and safety of PEAK campers
- Assist the Coordinator of Competitive Sports & Youth Programs to plan, and facilitate the PEAK Summer Camp
- Ensure the smooth operations of PEAK Summer Camp through quality customer service and programming.
- Act as Camp Director in the absence of the Coordinator of Competitive Sports & Youth Programs

SUMMARY OF RESPONSIBILITIES: The PEAK Summer Camp Head Counselor will work closely with the Coordinator of Competitive Sports & Youth Programs to plan and facilitate all aspects of the PEAK Summer camp. This position will require direct oversight, supervision, leadership, administration, and implementation of all operations and policies within the PEAK Summer camp programs. The Head Counselor will delegate group leadership responsibilities to the Camp Supervisors, so their primary focus can remain on the administrative aspects of their role.

Some other responsibilities include: Assisting the camp director with maintaining accurate and up-to-date records of all payments, cancellations, and refunds. Knowledge of all camp issues, policies, and procedures. Maintain accurate inventory of all camp supplies. Recognize the strengths of self and others to reach common goals. Support and assist counselors when necessary. Contact parent/guardian in the case of emergencies. Follow guidelines for camper discipline and follow through with appropriate actions. Attend and coordinate all staff meetings. Assist with the coordination and creation of the daily program, which includes, staff training week, development of policy and procedure manual, assist in development of “theme weeks” and daily programming of events during themes, and assist in the coordination of “special events” during camp. Other responsibilities include supervision of all camp counselors. Coordinate with parents/guardians for drop-off and pick-up of campers. Ensure all ACA camp accreditation qualifications are met. Engage in respectful, professional communication with all patrons and co-workers. Record and translate all evaluations for campers, parents/guardians, and counselors. Handle conflicts and respond to medical and urgent situations. Communicate clearly and regularly with camp director regarding camp planning and implementation. Contact camp director in cases of emergencies. Coordinate early departures, late arrivals, and absence of all campers with camp director. ***Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

PAY RATE: \$13.50 per hour.

TYPICAL WORK SCHEDULE AND HOURS:

- Must be able to work weekday mornings, afternoons, and/or early evenings in the Summer.
- During camp, shifts will typically be 5 – 7 hours in length.
- PEAK Camp hours of operation are between 7 a.m. and 6 p.m.
- This is a seasonal position from April through August and may lead to additional employment opportunities during the academic year.
- PEAK Summer Camp employees are expected to work a minimum 20 hours per week; 28 hours preferred.
- All student employees can work a maximum of 28 hours per week in the Summer.

APPEARANCE AND DRESS: The PEAK Summer Camp Head Counselor will be provided a RecWell staff uniform to be worn while on duty, along with closed-toed athletic shoes. Khaki shorts, or black athletic shorts with no rips and holes are permitted. All employee uniforms shall fit properly, be clean, free of stains, nor damaged or excessively worn or faded.

SUPERVISOR(S): Reports to the Coordinator of Competitive Sports & Youth Programs

MINIMUM QUALIFICATIONS:

- **To be considered for this position, applicants must satisfy 2 or more of the following criteria:**
 - 1-2 years of Previous Youth Summer Camp experience (or equivalent experience)

- Currently seeking a degree in a related field (Early or Middle Childhood Education, Leisure, Sport and Tourism Studies, Recreation Management, Sport Management, etc.)
- Experience in a leadership role, which included supervision and direct oversight of peers or other staff
- Current or former employee for Recreation and Wellness Services (pending supervisor recommendation)
- Must be of good moral character and enjoy working with children.
- Possesses leadership qualities, and excels in conflict management, and decision making.
- Must be a current Kent State University undergraduate or graduate student, and 18 years or older.
- Work collaboratively with others in diverse working groups to achieve common goals.
- Strong verbal communication skills with campers, coworkers, supervisors, and all RecWell patrons and guests.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.

HOW TO APPLY: Interested candidates must apply through Handshake.

QUESTIONS? Contact Eli Mallahan at emallaha@kent.edu

SUMMARY OF PEAK SUMMER CAMP: The PEAK Summer Camp is an American Camps Association (ACA) Accredited camp, designed for children 6 – 12 years of age. Each session is facilitated by highly motivated and energetic students and professionals. Campers can expect a wide variety of activities, crafts, and games based around weekly themes, that will keep them engaged and active with campers in their age group. Utilizing several of the facilities operated by RecWell, we strive to offer something that every camper can enjoy. The PEAK Summer Camp offers 8 weekly sessions beginning in early June and ending in August.

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
 - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Mental Health AID Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (**summer**, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness

Services, the Division of Student Life, and Kent State University.

- **Commitment and Congruency:** Commitment to Recreation and Wellness Services’ mission, team culture, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT:** Recreation and Wellness Services is committed to providing equitable co-curricular experiences through a culture of learning, growth, and well-being in a supportive and welcoming environment.
- **TEAM CULTURE:** Well-being, Supportiveness, Flexibility, Inclusivity, Integrity, and Positive Attitude.
- **VALUES:** Belonging, Development, Integrity, Quality, and Safety.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified eight key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below. Please also visit [this link](#) to see how working in the department will allow you to grow in these skillsets.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Equity & Inclusion	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 1: Directly oversee all PEAK Summer Camp Counselors and Campers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 2: Ability to positively create a welcoming and safe environment for all and maintain a positive attitude at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 3: Strong leadership qualities to effectively manage all Summer camp programs, policies, and staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Responsibility 4: Demonstrate an articulation of one’s own personal growth and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Responsibility 5: Strong verbal communication skills with campers, coworkers, supervisors, and all RecWell patrons and guests.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 6: Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>