

COLORADO AEROLAB

JOB DESCRIPTION

DAY CAMP COUNSELOR

NATURE OF WORK

Day Camp Counselors provide quality recreational experiences and supervision for youth participating in the summer day camp program in and around the Town of Grand Lake. The program consists of field trips, indoor/outdoor activities, and special events.

DUTIES AND RESPONSIBILITIES: DAILY TASKS

- Prepare facilities, equipment, and supplies for campers.
- Assist in planning, organizing and instructing activities.
- Actively lead programs and activities which encourage participation by everyone.
- Supervise and be responsible for campers with additional staff members.
- Assist camp staff in the maintenance of equipment, supplies and camp areas.
- Distribute activity calendars and information to parents.
- Document and report all accidents, injuries, incidents, complaints, and problems.
- Ensure health and safety precautions are met.
- Comply with standard operating procedures.
- Ensure Colorado Department of Child Care licensing regulations are being met.
- Responsible for reporting to supervisor regularly regarding status of camp.
- Responsible for adhering to all guidelines as outlined in the Parent Handbook.
- Perform other duties as requested by the Camp Director and staff.

SUPERVISION AND GUIDANCE RECEIVED

Immediate supervisor is the Camp Director. Instruction may also be given by the Site Coordinator.

MATERIAL AND EQUIPMENT DIRECTLY USED

- Telephone
- Town vehicles (15 passenger vans, if properly certified)
- All types of recreational and sports equipment
- Audio visual equipment
- Various arts and crafts supplies

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrate maturity of judgement, administrative ability, and the skill to appropriately supervise and direct school-age children in a structured and unstructured setting.
- Ability to concentrate, evaluate and communicate under any circumstances. Day camp activities are active in nature, and they require physical stamina to perform the following tasks: climbing,

hiking, balancing, stooping, kneeling, reaching, lifting, swimming, and the ability to lift and carry 50 lbs. Experience herding cats is preferred.

- Must have full use of all senses, including good, corrected vision, hearing, touch, and smell.
- Must be able to work indoors or outdoors in all weather conditions.
- Ability to comfortably operate a 15 passenger vehicle for transportation of children for camp activities and field trips, if certified.
- Working Conditions: Approximately 32 hours per week on weekdays.

EDUCATION, EXPERIENCE AND FORMAL TRAINING

- Day Camp Counselors must be at least 16 years old.
- If transporting campers, must have a valid Colorado Driver's license, with a clean driving record.
- First Aid and CPR certified. Training will be provided.
- Must complete required online trainings for Office of Early Childhood licensing including background checks and fingerprinting.
- Must be able to swim and feel comfortable supervising children in the water.
- Prior experience supervising and interacting with school age children.

QUESTIONS AND TO APPLY

Go to: <https://coloradoaerolab.org/employment/> to complete the online application form. The following documents are also required:

- Cover Letter describing your interest, experience, and qualifications.
- Current Resume including contact info for 3 references.
- Copy of current teaching license, if applicable.

Send documents and questions to:

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