

Westborough Community Education  
Summer Day Camp 2014  
Seasonal Job Opportunities

**Position: UNIT LEAD**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 8:30am to 4:00pm, 37.5 hours per week depending on enrollment

**Qualifications:**

- Previous experience working in a summer camp or camp- like setting
- Must be at least 21 years of age and have taken post high school coursework
- Certification in first aid and CPR
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities
- Experience in leading a school-age child care program, preferred

**Responsibilities:**

- Responsible for Summer Camp Attendance.
- Manage/Supervise Head Counselors, Counselors which includes observations / reviews, daily meetings, group assigning, scheduling, etc.
- Assist with general administrative tasks involved in the running of the Summer Day Camp, including daily updates of camp blog, parent communication memos, staff meetings and coordination of staff vacations and time off schedules within your unit
- Manage camper disciplinary issues within your unit
- Be responsible for the welfare of each individual in the unit and do all possible to resolve problems
- Assist those campers and staff who may have difficulty fitting into the camp environment
- Transition campers to and from their assigned groups. This includes campers involved with Summer School, Enrichment Programs, Chatterbox, late or early drop offs, and the Extended Day Program
- Provide first aid for minor illnesses and injuries, and secure higher-level care when required (e.g. 911). Be aware of all campers with allergies of any kind and ensure that they receive appropriate care
- Be accountable for campers and staff during emergency situations
- Parent/guardian contact person for camper with medical issues or concerns
- Notify parent/guardian of a camper's medically related incident during camp
- Maintain inventory of first aid supplies and monitor their use within your unit
- Participate in the implementation of programmed activities
- Supervise Friday Field Trips

**Reports to:** Camp Director

**Position: ACTIVITY LEAD**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 8:30am to 4:00pm, 37.5 hours per week depending on enrollment

**Qualifications:**

- Previous experience working in a summer camp or camp- like setting
- Certification in first aid and CPR
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities
- Possess ability to motivate camp counselors to participate/engage in camp activities
- Competent sports/games person with knowledge of the rules and organization of one or more sports/games

**Responsibilities:**

- Manage / Supervise Activity Specialists, Counselors in Training, and Jr. Staff; which includes observations / reviews, daily meetings, activity assigning, scheduling, etc.
- Lead the coordination and implementation of pre-planned Day Camp activities for all camp groups, which may include spontaneous adaptation of plans
- Act as sub for absent Activity Specialist, or assign appropriate replacement
- Maintain and organize activities' materials inventory
- Supervise camp lunch periods
- Instruct daily Counselor in Training workshops based on summer camp protocols and run team building activities
- Be aware of all campers with allergies of any kind and ensure that they receive appropriate care
- Provide a safe, successful and fun experience for both campers and staff
- Motivate campers to participate in all aspects of the camp program
- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Reports to:** Camp Director

**Position: ACTIVITY SPECIALIST**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 8:30am to 4:00pm or 10:30am to 6:00pm, 37.5 hours per week depending on enrollment

**Qualifications:**

- Previous experience working in a summer camp or camp- like setting
- Certification in first aid and CPR
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities

**Responsibilities:**

- Implement pre-planned Day Camp activities during activity periods, which may include spontaneous adaptation of plans
- Supervise camp lunch periods
- Travel with campers on field trips as needed
- Take on the role of counselor as needed
- Lead activities for assigned camp group, maintaining high standards that lead to skill-building when possible
- Be aware of all campers with allergies of any kind and ensure that they receive appropriate care
- Provide a safe, successful and fun experience for both campers and staff

- Motivate campers to participate in all aspects of the camp program
- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Reports to:** Activity Lead

**Position:** HEAD COUNSELOR

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 8:30am to 4:00pm, 37.5 hours per week depending on enrollment

**Qualifications:**

- Previous experience working in a summer camp or camp-like setting
- Must be at least 18 years of age or a high school graduate
- Certification in first aid and CPR
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities

**Responsibility:**

- Primary caregiver for each camper in assigned group
- Manage/Supervise Counselors, Junior Staff, and Counselors-in-Training within group, which includes the training of the staff
- Direct, supervise and organize campers throughout daily activities
- Be responsible for the welfare of each individual in the group and do all possible to resolve problems
- Assist those campers and staff who may have difficulty fitting into the camp environment
- Provide first aid for minor illnesses and injuries, and secure higher-level care when required (e.g. 911). Be aware of campers with allergies and ensure appropriate care
- Participate in implementation of program activities for campers
- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Reports to:** Unit Lead

**Position:** COUNSELOR

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 8:30am to 4:00pm, 37.5 hours per week depending on enrollment

**Qualifications:**

- Must be at least 16 years of age
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities

**Responsibilities:**

- Assist Head Counselors and Activity Specialists in supervision and management of campers
- Assist campers wherever necessary, which may include helping shy or awkward campers feel welcome and comfortable in the camp environment
- Participate in implementation of program activities for campers, which includes encouraging the campers to engage in the activities
- Be aware of campers with allergies and ensure appropriate care
- Encourage healthy social interactions among the campers

- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Reports to:** Head Counselor

**Position:** AM COUNSELOR

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 7:15am to 12:45pm, 27.5 hours per week depending on enrollment

**Qualifications:**

- Must be at least 16 years of age
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities

**Responsibilities:**

- Be responsible for the arrival and dismissal of campers to and from the AM Extended Day Program
- Be responsible for the general administrative tasks involved in running the AM Extended Day Program, which include planning activities and maintaining activity materials' inventory
- Manage camper disciplinary issues
- Be responsible for the welfare of each individual in the program and do all possible to resolve problems
- Assist those campers who may have difficulty fitting into the Extended Day Camp environment
- Provide first aid for minor illnesses and injuries, and secure higher-level care when required (e.g. 911). Be aware of campers with allergies and ensure appropriate care
- Assist Head Counselors and Activity Specialists in supervision and management of campers during regular camp hours
- Assist campers wherever necessary, which may include helping shy or awkward campers feel welcome and comfortable in the camp environment
- Participate in implementation of program activities for campers, which includes encouraging the campers to engage in the activities
- Encourage healthy social interactions among the campers
- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Report to:** Extended Day Lead / Head Counselor

**Position:** PM COUNSELOR

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 1:00pm to 6:00pm, 25 hours per week depending on enrollment

**Qualifications:**

- Must be at least 16 years of age
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities

**Responsibilities:**

- Assist PM Extended Day Lead in supervision and management of campers during camp's PM Extended Day hours

- Assist Head Counselors and Activity Specialists in supervision and management of campers during regular camp hours
- Assist campers wherever necessary, which may include helping shy or awkward campers feel welcome and comfortable in the camp environment
- Participate in implementation of program activities for campers, which includes encouraging the campers to engage in the activities
- Be aware of campers with allergies and ensure appropriate care
- Encourage healthy social interactions among the campers
- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Report to:** Head Counselor and Extended Day Program Lead

**Position: SNACK SHACK ASSOCIATE**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 25 Hours per week, schedule TBA

**Qualifications:**

- Previous experience attending a summer camp or camp- like setting
- Must be at least 15 years of age
- Certification in first aid and CPR
- Possess ability to interact with campers (ages 5-12) during camp snack and lunch periods

**Description:**

- Responsible for the organization of the camp's Snack Shack and Wednesday Pizza
- Book keeping and sales of all "MO CARDS" and pizza orders
- Be responsible for maintaining contact with parents in regards to sales and MO CARD accounts.
- Supervise/Manage Counselors- in -Training and Junior Staff assigned to snack shack.
- Be a role model to campers in attitude and behavior

**Reports to:** Unit Lead

**Position: ONE ON ONE AIDE**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** Schedule TBA

**Qualifications:**

- Previous experience attending a summer camp or camp- like setting
- Certification in first aid and CPR
- Previous experience as a One on One Aide
- Working knowledge of ABA techniques

**Description:** IEP Based on Individual Child

**Reports to:** Camp Director

**Position: EXTENDED DAY LEAD**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 7:15am to 9:15, 3:00pm to 6:00pm, 25 hours per week depending on enrollment

**Qualifications:**

- Previous experience working in a summer camp or camp- like setting
- Must be at least 21 years of age and have taken post high school coursework
- Certification in first aid and CPR
- Possess ability to interact with and supervise campers (ages 5-12) during camp activities
- Must have experience in leading a school-age child care program

**Description:**

- Primary caregiver for each camper in the Day Camp's PM Extended Day Program
- Be responsible for arrival and dismissal of campers to and from the Extended Day Program
- Supervise/Manage Counselors, Counselors- in -Training and Junior Staff assigned to the Extended Day Program
- Be responsible for the general administrative tasks involved in running the Extended Day Program, which include planning activities and maintaining activity materials' inventory
- Manage camper disciplinary issues
- Be responsible for the welfare of each individual in the program and do all possible to resolve problems
- Assist those campers who may have difficulty fitting into the Extended Day Camp environment
- Provide first aid for minor illnesses and injuries, and secure higher-level care when required (e.g. 911). Be aware of campers with allergies and ensure appropriate care
- Encourage healthy social interactions among the campers
- Maintain high standards of health and safety in all activities
- Be a role model to campers in attitude and behavior

**Reports to:** Unit Lead / Camp Director

**Position: SNACK SHACK ASSOCIATE**

**Camp Dates:** June 23, 2014 to August 15, 2014

**Camp Location:** Westborough High School

**Schedule and hours per week:** 25 Hours per week, schedule TBA

**Qualifications:**

- Previous experience attending a summer camp or camp- like setting
- Must be at least 15 years of age
- Certification in first aid and CPR
- Possess ability to interact with campers (ages 5-12) during camp snack and lunch periods

**Description:**

- Responsible for the organization of the camp's Snack Shack and Wednesday Pizza
- Book keeping and sales of all "MO CARDS" and pizza orders
- Be responsible for maintaining contact with parents in regards to sales and MO CARD accounts.
- Supervise/Manage Counselors- in -Training and Junior Staff assigned to snack shack.

- Be a role model to campers in attitude and behavior

**Reports to:** Unit Lead / Camp Director