



## Camp Lead Counselor

**Hours:** Part-time, temporary, seasonal position June 1 – August 16, 2024

**Camp Hours:** Monday – Friday 8:30am-2:30pm from June 10 – August 16, 2024

**Reports to:** Program Director and Camp Coordinator

**Salary range:** starts at \$19.00 per hour

**Job Overview:** Become a part of a historic non-profit organization providing artistic, recreational, and educational opportunities for our local communities! We are seeking energetic, caring, passionate Lead Counselors dedicated to providing a great experience for our Camp Runamuk participants and team of Camp Counselors and Jr. Counselors.

### **Responsibilities:**

- Works with Camp Coordinator to plan, prep, and demonstrate camp activities for all counselors each day during morning huddle
- Checks in and welcomes campers each day
- Supervises counselors to ensure they are following rules/tasks/duties
- Maintains and manages daily schedule for camp
- Works alongside Camp Coordinator to make any appropriate changes to daily activity schedule
- Organizes various small and large group activities
- Ensures the cleanliness of the site before and after camp completion
- Maintains accurate program records
- Knows and understands all emergency procedures associated with the camp program and is the first responder during emergencies at the center
- Records and tracks camper's dietary restrictions/allergies on check in/out sheets weekly
- Mediates any campers' disputes
- Knows, enforces, and follows all safety guidelines associated with the camp program
- Maintains constant surveillance and head counts of all campers during rotations

**Minimum Qualifications**

- At least 16 years old
- Enjoys working with children
- Leadership skills
- Alertness
- Communication skills
- Patience
- Problem-solving skills
- Energetic
- Caring personality
- Organization skills
- Mediation Skills
- Ability to perform a variety of tasks outside in various climates

**Mandatory Requirements**

- Education and experience in camp, youth, and recreation working with children or in a related field.
- Previous camp counselor experience. Camp Runamuk counselor experience preferred.
- First Aid, CPR, and AED trained

**To apply, please submit a cover letter and resume to [jobs@cclcf.org](mailto:jobs@cclcf.org). No phone calls or walk-ins please.** *The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization that has a 75-year history of community service for educational, cultural, and recreational programs for all ages. CCLCF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, or age.*