



## **Camp Runamuk Activity Counselor**

**Hours:** Part-time, temporary, seasonal position approximately June 6 – August 14, 2026

**Camp Hours:** *2 shifts available for scheduling purposes*

Monday – Friday 8:30am-2:00pm Early Shift

Monday – Friday 9:30am – 3:00pm Later Shift

Weekly Staff Meeting on Wednesdays from 3:30 – 4:00pm (required for either shift)

**Reports To:** Program & Marketing Director and Camp Manager

**Salary Range:** Starts at \$17 per hour

**Job Overview:** Become part of a historic non-profit organization providing artistic, recreational, and educational opportunities for our local communities. We are seeking passionate, caring and energetic individuals to serve as counselors at Camp Runamuk. A beloved local institution for kids aged 5-10, Camp Runamuk provides a safe and action-packed summer camp environment with plenty of physical activity and creativity through arts and crafts; cooking; fun-in-the-sun water activities; science projects; and more.

### **Responsibilities**

- Leads and implements camp programs including art, STEM and high-energy activities
- Provides high-quality camp experience for participants
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being
- Maintains a schedule for participants
- Facilitates lesson plans for daily activities
- Organizes and leads various small and large group activities
- Ensures the cleanliness of the site before and after camp completion
- Assists in maintaining accurate program records: including incident reports, sign-in/out documentation, daily scheduling, name tags, and camper shirts
- Knows and understands all emergency procedures associated with the camp program
- Tracks camper's dietary restrictions/allergies
- Mediates any campers' disputes and escalates to leadership staff when necessary
- Knows, enforces, and follows all safety guidelines associated with the camp program
- Maintains constant surveillance and head counts of all campers within 1-to-6 ratio

### **Minimum Qualifications**

- Enjoys being in the company of children
- Leadership skills
- Communication skills & patience
- Problem-solving skills
- Enthusiastic & caring personality

**Community Center of La Cañada Flintridge**

4469 Chevy Chase Drive, La Cañada Flintridge, CA 91011    [www.cclcf.org](http://www.cclcf.org)  
A 501(c)3 non-profit organization providing a place for all to learn, grow and thrive

- Organization skills
- Ability to perform a variety of tasks outside in various climates

**Requirements**

- Education and experience in camp, youth, and recreation working with children or in a related field
- CPR certification (CCLCF will provide training or candidate can provide proof of certification)
- Work permit if under age 18
- Attendance of training session on June 6
- Ability to work all 10 weeks of camp from June 8 – August 14 strongly preferred

**To apply, please submit a cover letter and resume to [grace@cclcf.org](mailto:grace@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 60-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.*