



Marilyn and Marvin Simon Family Jewish Community Center Summer Camp Lead Counselor Job Description

Position Summary:

As a member of the Simon Family JCC, the Summer Camp Lead Counselor (Lead) will be responsible for working with campers, CILTs, staff and parents in a nurturing and safe day camp setting. The Lead is responsible for designing and implementing the age appropriate daily program schedules for their units and building a cohesive staff team to create a fun and interactive experience for the campers in their unit. The Lead is also responsible for the punctual submission of all necessary paperwork.

Job Responsibilities:

- Supervise and monitor camp participants within assigned age group
- Model behavior of the ideal staff member to campers, CILTs and staff
- Plan and present a lesson during Pre-Camp Training for all staff
- Plan and implement daily activities for campers of assigned age group
- Prepare a Program Plan and submitting it to Camp Leadership by Monday lunch
- Prepare materials necessary to implement program at least 24 hours in advance
- Submit Program Sheets to Camp Leadership at least 24 hours in advance
- Monitor attendance and safety of all camp participants of assigned age group and respond appropriately
- Complete and submit weekly Staff Evaluation Reports
- Complete CILT evaluation reports
- Submit required daily paperwork to Camp Leadership
- Develop positive nurturing relationships with participants
- Develop positive nurturing relationships with staff in assigned unit
- Integrate camp language into daily use
- Maintain standards set forth by the Virginia Department of Social Services in all areas of programming and activities
- Provide a clean, safe and well-maintained environment for all participants
- Attend all scheduled camp meetings and participate in JCC programs as required
- Accept any other responsibilities assigned by Camp Leadership
- Promote the JCC mission and values in all actions

Requirements:

- Must be 21 years of age or older
- High School Diploma or GED
- Team player who is motivated, enthusiastic, and interacts well with children and adults
- Excellent communication skills
- Excellent interpersonal skills
- Infant Child and Adult CPR/AED Certification (training will be provided)