

## Head Counselor

### RESPONSIBILITIES

- Serve as a co-leader of a dedicated group of children for a six week program that serves elementary children grades 1 to 5
- Teach and mentor the Assistant Counselor to give direct guidance and instructions for maximum effectiveness
- Create, prepare for and lead at least once program block in an area of personal expertise or comfort
- Supervise and assist children in all of their activities with the goals of:
  - Promoting collaboration among children & staff
  - Establishing a mutual attitude of caring among all children & staff
  - Assisting children with acquiring new skills during their program blocks
  - Infusing all activities with fun
- Participate fully and with enthusiasm in all orientation week training sessions
- Serve as a role model for children by:
  - Arriving on time and fully ready to participate
  - Working as a team member with other counselors, assistant counselors and staff
  - Taking joy in learning new things with the children
  - Supporting a drug free, screen free, healthy environment
- Swim with children and provide direct swimming instruction based upon training guidelines
- Eat lunch with your assigned group, supervise their behavior in the lunchroom and promote positive free play during recess
- Enforce the highest level of safety for children at all times including

### REQUIREMENTS

- Head Counselors must be at least 19 years old by July 1, 2017 or entering their Sophomore year of college
- High school diploma or equivalent required
- High preference given to applicants with previous experience working with youth
- Social security card and state identification
- Fingerprinting for any non-Mamaroneck School District employee
- High swimming competency
- Two references - only one can be a personal (non-family) reference

### BENEFITS

- Camp Staff T-Shirt
- Highly collaborative work environment where your knowledge and help is needed and will be valued regardless of age or experience - all voices matter
- Opportunity to serve children from diverse backgrounds including children who come from low socioeconomic status or bilingual homes and/or who have social/emotional needs or academic weaknesses
- Experience developing useful job and personal skills:
  - Leadership skills

- Organizational skills such as program planning and implementation
- Mentoring skills assisting younger children with problem solving, conflict resolution and perseverance
- Reference from a long standing school-based program (based upon performance)

**REQUIRED PROGRAM DATES & TIMES:**

Orientation week

June 26, 2017 to June 30, 2017

9 A.M. to 3 P.M.

Program weeks

July 3, 2017 to August 11, 2017 (July 4th Holiday - no program)

8:30 A.M. to 3:30 P.M. Monday, Wednesday, Thursday, Friday

8:30 A.M. to 4:00 P.M. Tuesday (weekly staff Meeting)

\*program start and end times subject to change based upon scheduling changes to be determined in April; program may start at 8am and end earlier

**SALARY**

\$2,100 - \$2,500 based on experience

Performance Bonus - \$175 - 250

Paid Bi-Monthly in July and August (3 payments total)