

Assistant 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
- 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
- Teach or assist during program blocks in a variety of areas such such as crafts, nature, science, sports and recreation
- Eat lunch with you assigned children 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

- Assistant Counselors must be at least 16 years old by July 1, 2017
- Social security card and working papers (working papers are obtained at your high school)
- Fingerprinting for any non-Mamaroneck School District employee
- High swimming competency
- Two professional or personal (non-family) references

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
 - Recommendation letters for future endeavors (based upon performance)

REQUIRED PROGRAM DATES & TIMES:

Orientation week

June 26, 2017 to June 30, 2017

9 AM to 3 PM

Program weeks

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

8:30 AM to 3:30 PM Monday, Wednesday, Thursday, Friday

8:30 AM to 4:00 PM 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

\$1,000 - \$1,200 based on experience

Performance Bonus - \$125

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