



# POSITION DESCRIPTION

<b>POSITION TITLE:</b> Camp JCC Bunk Counselor	<b>DEPARTMENT:</b> CAMP
<b>CLASSIFICATION:</b> Full-Time, Seasonal, Non-exempt	<b>REPORTS TO:</b> Unit Head

**DESCRIPTION SUMMARY:** Each member of the Camp JCC Staff team will create a safe and enjoyable environment for our campers and staff while maintaining the high-level quality of programming associated with Camp JCC. The Bunk Counselors are the primary people responsible for their assigned bunk of campers with concern for their physical, emotional, and social well-being. The bunk counselor will work Monday to Friday, 9 hours/day with a one-hour unpaid break.

## ESSENTIAL RESPONSIBILITIES FOR ALL CAMP STAFF:

- Participate in staff training - virtual, online, and in-person - prior to the beginning of the camp program
- Supervise the health, safety, and activity of campers
- **Never** leave a child or group unattended
- Accept additional duties requested by a Unit Head, Wellness Director, Camp Coordinator, &/or Camp Director deemed necessary for the betterment of camp
- Always set a positive example for the campers and staff in actions, manner, language, etc.
- Know and model the values of camp and the JCC
- Fill out incident reports when appropriate and make sure they are turned in by 5:30 daily
- Follow all employment policies of the Siegel JCC, including but not limited to those detailed in the JCC Personnel Handbook

## ESSENTIAL RESPONSIBILITIES FOR CAMP BUNK COUNSELORS:

- Take responsibility for assigned bunk of campers
- Create positive connections with campers
- Foster positive connections among campers
- Plan bunk/choice activities with your co-counselor which reflect the goals, values, and objectives of Camp JCC
- Work with specialists and your unit head one week ahead to prepare & ensure supplies for bunk activities to the highest of your enthusiasm and ability
- Assist the aquatics staff during instructional swim and free swim with active supervision of your assigned campers; enforcing the pool deck rules in addition to camp rules
- Participate in and supervise all activities involving the entire bunk and/or camp
- Participate in all camp programs as assigned
- Participate in and supervise your assigned campers on all day trips and/or late-night programs and/or special events as necessary
- Work with other staff on special programs as assigned
- Attend weekly staff and/or unit meeting after camp as needed

## QUALIFICATIONS:

- Must be a high school graduate or on track to completing high school
- Previous experience as a camp counselor and/or other work experience with children
- Ability to create activities suitable for the appropriate age-group and to recognize the difference in activity level



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- Experience behaving as a role-model and acting level-headed around children
- Ability to take direction clearly
- Ability to give direction clearly
- Jewish knowledge a plus

## GENERAL SKILLS:

- Must be able to email effectively and routinely and enter time worked into our payroll app
- Must be organized and able to manage and prioritize multiple tasks, meet deadlines, and manage time independently
- Must be able to work as a part of a team
- Must be able to take initiative to solve problems and be willing to seek assistance in solving problems
- Must be able to communicate well, in written communication and verbally
- Must be able to effectively and in a timely manner respond to requests from others
- Must be able to receive constructive feedback and adjust accordingly
- Must be able to handle emergency and crisis situations
- Ability to physically stand, bend, squat, and lift to 35 pounds.

This position description is not intended to be all-inclusive but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.

It is the continuing policy of the JCC to provide equal-opportunity employment to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles including locks, braids, or twists), color, religion, sex, pregnancy, gender identity, sexual orientation, reproductive health decision, national origin, age (over 40), disability, genetic information, marital status, family responsibilities, past, current, or future military service, status as a volunteer emergency responder, status as a victim of domestic violence, sexual offense, or stalking, or any other categories protected by federal, state, or local law. Employment is decided based on qualifications, merit, and camp need. This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.

Revised 1/8/2025