



# POSITION DESCRIPTION

<b>POSITION TITLE:</b> CAMP JCC INCLUSION COUNSELOR	<b>DEPARTMENT:</b> CAMP
<b>CLASSIFICATION:</b> Full-time, seasonal, non-exempt	<b>REPORTS TO:</b> INCLUSION COORDINATOR

**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 programming associated with Camp JCC. The Inclusion Counselor is responsible for promoting the inclusion of campers who need additional support in a fun, safe, and enriching camp experience. The Inclusion counselor will also need to orient, monitor, and encourage the campers through day-to-day activities. This individual will need to foster positive relationship skills between them and their campers, as well as between their campers and their campers' peers. The Inclusion Counselor will work Monday through 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, Inclusion Coordinator, 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, manners, 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 INCLUSION COUNSELORS:

- Facilitate positive social interaction among all campers
- Responsible for providing support to 5 to 8 campers across multiple bunks as assigned by the Inclusion Coordinator &/or Wellness Director
- Adapt activities and provide additional assistance as needed to help campers engage in camp programming
- Come to camp prepared to swim daily with campers
- Collaborate with camp team to implement positive behavioral supports and other interventions as needed
- Maintain a positive attitude and incorporate a solution-based approach
- Attend staff trainings, welcome to camp programs, & other staff meetings as specified by Wellness Director, Inclusion Coordinator &/or Camp Director
- Help complete camper goal sheets as needed & update notes in the camper's online profile
- May be required to provide light support with personal care

## QUALIFICATIONS:

- Must be at least 18 years old with a high school diploma
- Previous experience working with school age children in group settings
- Previous experience working with children with disabilities
- Previous demonstrated experience behaving as a role-model and acting level-headed around children
- Must be able to swim



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- Must possess strong interpersonal, intrapersonal, and problem-solving skills
- Must be enthusiastic, adaptable, dependable, and possess a strong work ethic
- Effective communicator with children and adults
- Must possess effective and thorough written communication skills
- CPR & First Aid certification is a plus
- Jewish knowledge is a plus

## GENERAL SKILLS:

- Basic computer skills: Microsoft Office applications, including Word and Excel
- Must be able to email effectively, routinely, and enter time worked into our payroll app
- Self-motivated and self-directed
- Must enjoy and have enthusiasm for working with people
- Must be organized and able to manage and prioritize multiple tasks, meet deadlines, and manage time
- 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 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 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 12/31/2025